

Project Crew Position Description

Reporting to the Graduate Coordinator of Housing Systems & Logistics, summer Project Crew members are student workers employed by Residential Learning and University Housing to help prepare our residential buildings for fall semester opening throughout the summer months.

The following description addresses the general duties and responsibilities of the Project Crew position. This document does not cover all job expectations or specific procedures for completing these responsibilities. All staff employees are expected to review and abide by additional policies and specific procedures described in other documents including but not limited to the staff manual, supervisor's expectations, University expectations for employees, University policies, and all local, state and federal laws. If there is a need for clarification, please contact your supervisor.

Job Description

- Remove, replace, and rearrange furniture throughout the residential buildings. This may involve (but is not limited to) moving desks, chairs, couches, tables, beds, mattresses and window screens.
- Re-arrange furniture in all halls in preparation for orientation and Fall check-in.
- Complete other inventory-related projects deemed necessary by department.
- Assist contractors in furniture and Microfridge deliveries.
- Perform minor repairs to apartment/bedroom furniture with the use of hand tools/drills.
- Will be required to operate University owned vans and golf carts appropriately and responsibly.
- Note: Residence Halls are not air conditioned and conditions will be hot.

Qualifications and Requirements:

- Must be able to perform to all responsibilities and functions of the position for the full duration of the summer.
- Possess assertive leadership skills and ability to work in a team.
- Possess effective communication skills in order to successfully perform work orders and tasks within your team.

- Must be easily approachable, friendly, and able to establish rapport with residents and other team members.
- Ability to use authority with discretion and exercise good judgment.
- Must be in good conduct/judicial standing and remain so throughout the term of employment.
- Must participate in required van training.

Expected Time Commitment: The Project Crew position requires an extensive time commitment. It is strongly recommended that Project Crew members limit their extra-curricular activities and additional work obligations.

- Project Crew members are expected to work up to 25 hours per week.
- Work hours are as follows: Monday – Friday, 9 AM to 3 PM
- Required to work check-in weekend, September 1st, 2nd and 3rd. If you are a resident student, you will be permitted to move in to your campus housing at an earlier date, depending upon building readiness.

Supervision: Project Crew members are supervised by the Project Crew Supervisor(s) and the Graduate Coordinator of Housing Systems & Logistics. They also work closely with the Assistant Director and Director of Housing Systems & Logistics.

Evaluation: In an atmosphere of constructive feedback, the GC will evaluate Project Crew performance with input from the Project Crew Supervisor.

Length of Term: The summer Project Crew position is for the summer break only. You are contracted to work from Monday May 14th until Monday September 3rd. Fall semester employment opportunities are available but not guaranteed.

Starting Salary: \$10.00/hr.

PLEASE NOTE: If you are graduating in May 2018 or have summer classes during the above work hours, you cannot be hired for the position.