

Summer Operations Assistant Information

Job Title:	Student Worker - Operations Assistant
Department:	University Housing
Supervisor(s):	Rudy Taylor, Amethyst Charette, Ashley Elliot
Start Date:	Monday, May 16, 2011
End Date:	TBD
Starting Salary:	\$8.00/hr
Number of students to hire:	9
Work Days/Hour:	Monday – Thursday, 8:00am – 5:00pm

Job Summary

- Walk through residence halls and apartment complexes to check for work orders (beginning of Summer)
 - After the close of the residence halls, it is important to assess the buildings for needed repairs, which will be completed throughout the summer by Facilities. This will include visual inspections as well as a hands-on testing of items in the residence halls such as toilets, faucets, blinds, lights, cabinet doors, etc.
- Input work orders into database systems
 - After assessing the residence halls, staff must submit appropriate work order requests into the proper databases.
- Check on the status of work order submissions throughout the summer
 - In addition to assessing the buildings for new work orders, this position will check on the status of existing work orders as the summer progresses.
- Assist with Orientation, including building walkthroughs and setting furniture properly
 - Prior to Summer Orientation, this position will walk through each building utilized for Orientation housing. Each room must have proper furniture set-up, cleaning touch-ups, and details attended to, assuring the space is ready for orientation students.
- Complete room condition reports (RCRs)
 - Prior to the arrival of RA staff, this position will complete a room condition report document for each room/apartment
- Assist with the creation of early move-in (EMI) check-in packets
 - Early move-in residents check-in at a central location during the middle of August. Check-in packets must be assembled and organized prior to those scheduled check-ins. This position may also assist with the check-in process for EMI residents.
- Once buildings are no longer in use by Conference and Events, complete final building walkthroughs. Input work orders, set furniture, and complete RCRs as necessary.
 - Operations assistants, in conjunction with other building staff, will assist with “detailing” the residence halls/apartment complexes in preparation for check in. This includes, but may not be limited to, setting furniture, bunking or lofting beds, wiping surfaces, removing any trash and anything not appropriate for the space.