Operations CREW Assistant

Reports to: CREW Operations Lead

Employment Dates: May 15- August 29, 2017 (20 hours/week)  
August 29-September 6, 2017 (10 hours/week)

Attend and Participate in All Staff Training: May 15-17, 2017 | 8:30 am-5 pm.

Compensation:  
Until July 1, 2017: $12:00/hour  
After July 1, 2017: $13.00/hour

On-campus summer housing: approximate value $3,800.00

Maximum 20 hours of vacation (unpaid and based on approval; approval given on first-come, first-served basis)

General Overview
The Operations Crew Assistant is responsible for ensuring residential spaces are prepared for visiting conference guests, and incoming and returning Georgetown students for the upcoming Fall Semester. This includes routine monitoring of residential spaces, moving residential furniture as assigned, and assisting with other residential projects that take place throughout the summer. The Operations Crew Assistant position takes a lead role in residence hall and apartment renovation projects, and serves as team leaders during opening and closing of summer sessions.

Essential Duties and Responsibilities:
Operations CREW Assistant duties include but are not limited to the following:
- Work with Summer Programs, University Planning and Facilities Management, and other University stakeholders to identify and resolve problems in apartments/rooms found during inspections
- Assist with University residence hall and apartment renovation projects and deliveries
- Perform ongoing reviews of residential spaces during the summer to ensure that residential spaces are welcoming to incoming guests and residents
- Inventory and organize departmental storage rooms
- Respond as a team or in some cases individually to assigned work orders
• Collaborate with GU staff to report cleaning and maintenance concerns.
• Support move-in and move-out initiatives.
• Provide customer service to all guests, while serving as a liaison to the Office of Residential Living, Facilities Management and GUPD.
• Perform night duty on a rotating basis.
• Support 2017 New Student Move-in Process, at the conclusion of the summer.
• All other projects assigned by Operations CREW Lead

Performance Requirements
• Must be flexible and adjust quickly to change, as responsibilities will vary often.
• Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service.
• Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.
• Ability to safely and successfully perform the essential job functions consistent with the university’s standards.
• Must be able to lift and carry up to 75 lbs.