Operations Administrative Lead

Reports to: Coordinator for Residential Services

Employment Dates: April 24- May 12, 2017 (part time, 5-10 hours/week)  
May 13- September 6, 2017 (full time, 40 hours/week)

Attend mandatory Leadership Retreat and Training | Date and Time TBD

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

Provide on-call coverage on summer holidays with other Leads


Compensation: Until July 1, 2017: $12.50/hour  
After July 1, 2017: $13.50/hour

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

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

General Overview
The Operations Administrative Lead assists in the administrative execution of Operations and facilities projects and initiatives throughout the summer. The Operations Administrative Lead coordinates Spring Closing Inspections, damage billing administration, and August Transition Inspections. The Operations Administrative Lead strategically updates residential services documents and processes, oversees the development of online web portals and resources, and other administrative initiatives. The Operations Administrative Lead is assigned to other summer project and initiatives throughout the Residential Living as needed.

Responsible
In this capacity, Operations Administrative Lead performs the following functions:

- Manage and assist with reviewing Spring Closing inspections, including processing work requests, and organizing Room Condition Reports
- Manages damage billing appeals process and review closing inquiries
- Coordinate and ensure completion of assigned tasks, such as emergency signage distribution and notification to residents and live-on staff on assigned
- Coordinate with the Coordinator for Residential Services and Assistant Director for Assignments August Transition Inspections
- Strategically review, update, and organize area documents and other materials
- Assist the Coordinator for Residential Services in developing online web portals and resources for operations team
- Work Operations CREW Lead and Assistants when necessary and may serve to indirectly supervise Operations CREW Assistants.
- Troubleshoot when necessary. In emergencies, Operations CREW Lead may assist in guest room preparation or in relocating guests. Heavy lifting up to 75 lbs. may be required.
- Attend all staff meetings and all other special functions.
- Carry and respond to cell phone 24 hours daily, 7 days a week.
- Participate in Night Duty as assigned during the summer.

Operations CREW Lead also perform other duties as assigned by Residential Living Professional Staff