Summer Assistant Lead

Position Description

Reports to: Summer Graduate Intern and Summer Programs Coordinator

Employment Dates: April 24th- May 12, 2017 (part time, approx. 10-15 hours/week)
   May 13- August 29, 2017 (full time, approx. 30-40 hours/week)
   August 29- September 6, 2017 (part time, approx. 10-15 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 Conference Assistant Lead supervises up to 10 student staff members (Summer Assistants) in support of the Summer Programs unit in the Office of Residential Living. The Summer Assistant Lead manages all inspections of residential spaces throughout the summer, ensures spaces are ready for move-in and/or assessing damages at move-out. The Summer Assistant Lead, with one’s staff, works to correct any furniture, linen, or cleaning issues found prior to summer guests moving into the residence halls. The Summer Assistant Lead manages requests for building vacancies, and may be called on to help organize large projects in the residence halls (routine maintenance, furniture deliveries, etc.). The Summer Assistant Lead represents the Office of Residential Living and Georgetown University as a provider of quality customer service.
**Responsibilities**

The Summer Assistant Lead is responsible for ensuring all residential spaces are prepared for use throughout the summer. In the interest of this goal, the Summer Assistant Lead trains and manages the Summer Assistant team in the following responsibilities:

- Inspect residential spaces, including after apartment cleaning (during Transitional Housing periods in May & August), prior to move-in of summer residents and after move-out of summer residents.

- Report all cleaning and maintenance issues from inspections to appropriate staff. Work with University maintenance to identify and solve problems in all residential spaces found during inspections and follow up to ensure their rectification.

- Correct issues found during inspections, to include providing necessary linen/furniture and removing unnecessary linen/furniture.

- Assist Conference Leads in administration of summer conferences. Provide support at large check-ins and check-outs.

- Carry and respond to cell phone 24 hours daily, 7 days a week.

- Support the New Student Move-In process.

- Chaperon third-party contractors.

The Summer Assistant Lead is also responsible for the following, outside of their duties as manager of the Summer Assistant staff:

- Regularly attend housekeeping meetings, held throughout the summer, in order to schedule inspections accordingly.

- Manage building vacancy requests, and help to schedule projects (routine maintenance, furniture deliveries, etc.). Notify residents of project schedules as necessary.

- Produce end-of-summer report with inspections and occupancy statistics.

- Perform all other duties as assigned by the Summer Programs Coordinator and Associate Director.

- Attend orientation, training sessions, staff meetings and all other special functions as required.

- Participate in Night Duty as assigned during the summer.

- Heavy lifting of up to 75 lbs. will be required.


Summer Assistant Leads will also perform other duties as assigned by the Summer Programs Coordinator and Associate Director, Summer Programs.