Summer Lead Project Assistant
UMBC Residential Life

The summer Lead Project Assistant (PA) is responsible for the management of project work to the physical environment in the residential facilities. The Lead PA will manage and inventory supplies and equipment to ensure proper use and care. The Lead Project Assistant will appropriate labor and provide written and oral progress reports. The Lead PA will prepare work schedules and provide supervision for Projects Assistants. Supervised by the Assistant Facilities Coordinator and the Facilities Coordinator(s).

PREFERRED SKILL SET AND EXPERIENCE
1. Management experience or previous work within Residential Life
2. Customer service experience
3. General mechanical/maintenance skills
4. Strong organizational/administrative skills
5. Ability to work effectively as member of a team

SPECIFIC RESPONSIBILITIES
1. Train, develop, and supervise Project Assistant staff and implement training programs for staff in conjunction with the Assistant Facilities Coordinator and Facilities Coordinator(s)
2. Ensure that rooms and facilities are prepared for guests and students
3. Work to ensure that major repairs are reported to the Residential Life Office
4. Conduct regular inspections of project work to ensure quality control
5. Monitor special setup needs or arrangements for each conference group
6. Address project work as it relates to conferences and daily facilities operations
7. Supervise the procurement and distribution of all tools and equipment necessary for project work
8. Maintain records and logs of projects
9. In coordination with other managers, the Assistant Facilities Coordinator and the Facilities Coordinator(s), produce, compile, and distribute Project Assistants monthly work schedules
10. Manage and inventory supplies and equipment to ensure proper use and care
11. Maintain supplies that are required for the daily completion of project work
12. Respond to emergencies and adhere to all safety procedures established by Residential Life and material/equipment manufacturers
13. Provide written and oral reports as needed
14. Assist in the application, interview and selection processes for Project Assistants
15. Provide staff with informal feedback throughout the summer.
16. Advise Assistant Facilities Coordinator and Facilities Coordinator(s) on staff performance
17. Help develop incentives to increase staff retention, productivity, and morale
18. Conduct scheduled staff meetings and attend weekly manager meetings including Summer Operations Meeting
19. Perform all duties required of Project Assistants and other tasks as requested including lifting, moving, cleaning as well as other tasks assigned that may assist other Residential Life staff during busy times

DATES AND TERMS OF EMPLOYMENT
● May 27, 2019 – August 16th, 2019
● Work Week: 40+ hours (8:30 AM - 4:30 PM)

OTHER IMPORTANT DATES
● Move-in May 24th

CRITERIA FOR EMPLOYMENT
1. Must have experience in residence hall living with proven supervisory skills, presently be working within the UMBC/Residential Life system
2. Must be in good academic standing and may not be on academic or conduct probation with the University (2.25 semester and cumulative GPA or higher)
3. Are prohibited from taking additional employment during their appointment
4. Are prohibited from taking any summer classes
5. Take no more than 5 unpaid vacation days during course of employment
6. Positive work performance in former Residential Life position(s) may be a part of the selection process

Preference will be given to students with previous Res Life experience

COMPENSATION
Salary: $14.85/hr - $500.00 one time flex