

2020 Summer Project Assistant

Job Description

UMBC Residential Life

The Project Assistant (PA) is responsible for performing facility renovation projects to the physical environment in the residential facilities. The PA will need general maintenance skills including, but not limited to, painting (preparation and application), moving furniture (mattresses, beds, etc.), simple construction and demolition and daily cleaning and maintenance of materials and equipment. The PA is supervised by the PA Manager, Coordinator, and Assistant Director of Residential Facilities.

PREFERRED SKILL SET AND EXPERIENCE

1. Customer service experience
2. General mechanical/maintenance skills
3. Solid organizational/administrative skills
4. Experience working effectively as a member of a team

SPECIFIC RESPONSIBILITIES

1. Properly prepare walls and ceilings and other surfaces for painting
2. Complete various paint projects around the residential halls
3. Clean supplies and work areas daily
4. Use office and building keys appropriately
5. Attend scheduled staff meetings
6. Move furniture including beds, mattresses, wardrobes, etc.
7. Manage and inventory supplies and equipment to ensure proper use and care.
8. Provide written and oral reports as needed
9. Adhere to all safety procedures established by Residential Life and material/equipment manufacturers
10. Respond to emergencies and escort contractors
11. Perform other tasks as requested including lifting, moving, cleaning as well as other tasks assigned

DATES AND TERMS OF EMPLOYMENT

- May 25th, 2020 – August 21st, 2020
- Work Week: 40+ hours (8:30 AM - 4:30 PM)

OTHER IMPORTANT DATES

- Move-in May 25th, 2020

CRITERIA FOR EMPLOYMENT

1. 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)
2. Are prohibited from taking additional employment during the appointment
3. Are prohibited from taking any summer classes **during scheduled work hours**
4. Take no more than 5 unpaid leave days during course of employment
5. Positive work performance in former Residential Life position(s) may be a part of the selection process

COMPENSATION

New PAs- \$11.10 per hour – Includes \$500.00 one time flex
Returning PAs- \$11.35 per hour- Includes \$500.00 one time flex