

Summer Assistant (SA) for Facilities, Planning, Construction and Management Position Description-Summer 2020

The **Summer Assistant (SA) for Facilities Planning, Construction and Management (FPCM)** position requires individuals to assist with the daily operations of FPCM, specifically related to Residential Property Management and the Key Depot. Duties primarily include, but are not limited to: conducting room inspections in coordination with Residential Property Management, entering and managing inspections data, organizing Key Depot inventory, handling residential loaner keys and lock-outs, and other tasks as assigned. Summer Assistants (SAs) for FPCM should be familiar with and adhere to University rules, regulations, and policies, and work collaboratively with others within FPCM and other campus partners.

ROLE RESPONSIBILITIES

- Serves as a representative of FPCM and the University by providing exemplary customer service and administrative support to all summer staff, residents and guests.
- Serves under the supervision of FPCM professional staff and the Lead FPCM Summer Assistant team (LSAs).
- Assists in the daily functions of FPCM by: conducting room inspections within each residence hall, entering and managing data from the inspections process, and organizing and managing Key Depot inventory.
- Summers Assistants (SAs) for FPCM will be assigned four, 7-hour shifts per week from 10:00am to 5:00pm Monday through Friday. Additional shifts during move-ins and busy periods, may be assigned as required throughout the duration of the summer, and may include weekends and/or holidays.
- Maintains scheduled "After Hours" on-call coverage (5:00pm-10:00am) and response in support of FPCM. Obligations as a result of the On-Call responsibility are not compensated by the SA hourly wage. The benefit of free on-campus housing is provided because of the On-Call obligations, including after-hours response.
- Communicates on a regular basis with FPCM staff by completing shift duty reports and participating in staff and individual meetings with the Lead FPCM Summer Assistant Staff.
- Understands; supports; interprets; implements; and also abides by and enforces rules, regulations, and policies of FPCM and the University.
- Responds to and assists with emergency response as directed FPCM professional staff and/or the Lead FPCM Summer Assistant Staff.
- SAs must be able and willing to work in varying weather conditions, spending a good portion of scheduled hours outside.
- Certain aspects of this Summer Assistant (SA) position are physically active. SAs may be asked to load, unload, or move boxes of supplies and inventory up to 25 pounds.
- SAs should expect to spend considerable time during a scheduled shift on their feet waking to, and within, residence halls.
- SAs must have flexibility in their schedule with the ability to work a base schedule of 28 hours/week for the entirety of the summer season.
- Performs other duties as assigned by FPCM professional staff and/or the Lead FPCM Summer Assistant Staff.

TERMS AND CONDITIONS

- Summer Assistants (SAs) for FPCM must be in good standing (academic, disciplinary, and financial) with the University throughout the application and selection process as well as throughout the term of their training and service.
- SAs may hold a separate part-time job and/or attend classes only if it does not interfere with the SA position. Other employment or any other external commitments must be limited to 15 hours/week, unless prior approval is obtained. SAs must inform FPCM of all outside employment and/or other external commitments initially through the application process and also prior to the start of the Summer program. SAs must maintain flexibility in their schedule throughout the entire Summer period.
- Summer Assistants selected to serve must disclose prior to the start of the Summer program their intent to hold a second on-campus position with a different GW office. SAs selected to serve another GW office may not exceed

- 39 total service hours between all positions in any pay week (Sunday to Saturday) and are responsible to adjust their schedule with that other GW office to meet this expectation.

CRITERIA FOR SELECTION

- Candidate must be registered as a full-time undergraduate student in a George Washington University degree-granting program or participating in a GW approved abroad program at time of application.
- Candidate must be enrolled as a full-time student or participating in a GW approved abroad program for Fall 2020, meaning that Spring 2020 graduates who do not intend to attend GW for Fall 2020 are ineligible for hire.
- Candidate must demonstrate strong administrative, customer service and team building skills.
- Candidate must have experience or transferable skills in a customer service setting or campus leadership/related employment experience.
- Candidate must demonstrate collaboration and a capability for service of diverse populations with special needs.
- Overall presentation of the Summer Assistant (SA) online application, submitted resume, essay statements, and adherence to guidelines will be strongly considered.
- Overall Summer availability will be considered for applicants. Selected Summer Assistants (SAs) are knowingly accepting a Summer intensive service role. SAs must serve a predetermined shift, which includes weekends and/or holidays.
- Candidate is expected to serve through the conclusion of the Summer program which ends August 30, 2020. Commitments, such as being selected as a Resident Advisor or an Orientation Leader will be considered and do not absolutely exclude a candidate from consideration. Full disclosure of all known, anticipated, or possible commitments is required at the time of application and prior to the start of the Summer season.
- Grade point averages will be considered for applicants. Candidate must be in good academic standing throughout the application and selection process as well as throughout the term of their training and service. Academic standing will be verified prior to position offers being sent, re-checked at the start and end of Spring training, and again prior to the start of the Summer season and discussed with a candidate if needed.
- Disciplinary records of a candidate will be considered throughout the application process. In addition, a candidate who is documented as a result of any University policy violation at any point after the time of application may be withdrawn from selection consideration or removed from selected service.
- This position is subject to a background check that includes: Criminal History Screening, Education/Degree/Certifications Verification, Social Security Number Trace, Sex Offender Registry Search, and Prior Employment Verification.

BENEFITS AND COMPENSATION

- Summer Assistants (SAs) for FPCM will earn an hourly wage of \$15.00 during the training and service period (May 14 – August 30), paid on a bi-weekly basis. Obligations as a result of the SA on-call responsibilities are not compensated by the SA hourly wage. The benefit of free on-campus housing is provided because of the on-call obligations, including after-hours response.
- Housing in an on-campus residence hall is provided at no cost during the Summer service season. The calculated value of this housing is up to \$4,250.00. Due to the nature of the SA position, the housing benefit is not taxed.
- Summer Assistants (SAs) not assigned to campus housing for Fall 2020 must secure alternate housing past August 5, 2020.
- Summer Assistants (SAs) will be permitted to request one calendar week (Sunday to Saturday) of approved leave only between June 7th - August 15th.
- Summer Assistants will be able to submit requests for their unpaid leave off while completing FPCM Summer Assistant hiring paperwork. Requests will be considered in combination with all staff requests and program needs.
- Any requests for time away for more than 72 consecutive hours must be submitted to and approved by the supervising professional staff member or designee at least five days in advance. SAs are responsible for finding coverage for service shifts missed during any approved leave and for making arrangements to make up shifts equitably among the SA staff.
- In the event that a Summer Assistant is removed from their service role, housing compensation for the Summer and/or during the transition period between Summer and Fall 2020 will also be canceled within 24 hours of

removal. It will be determined at time of removal whether the option to remain in on-campus housing will be available at the individual's own expense.

GW is an AA/EEO Employer

Important Dates for Summer Assistant Applicants - Summer 2020

Application and Selection Dates

Now – Students considering applying for a 2020 Summer Assistant (SA) position are strongly encouraged to visit GW's Career Services Center, seeking guidance and resources of effective resume writing. Consider making an appointment to meet with a Career Coach to review your current resume.

<https://careerservices.gwu.edu/write-resume-cover-letter>

Thursday, February 20- The 2020 Summer Assistant (SA) Online Application becomes available. Applicants will be required to:

- Submit a current resume.
- Respond to a series of questions regarding positions preferences and overall availability.
- Respond to four-short response questions.
- Provide the name and contact information for two references (letters of reference are not expected).

Sunday, March 1 at 11:59 PM- Completed Summer Assistant Online Applications are due electronically by 11:59pm. Incomplete or late applications will not be considered.

Week of March 16 – 21 – GW Spring Break

By Tuesday, March 24- A narrowed pool of Summer Assistant candidates will be invited via e-mail to participate in the Summer Assistant Group Process.

Note: All applicants are encouraged to block all of the morning of Saturday, March 28th (8:30am-12:30pm) should your candidacy advance to the second phase of the selection, the Summer Assistant (SA) Group Process. Participation in-person for the entire time period is a requirement for employment consideration, with the only exception being students who are currently studying Abroad this term.

Saturday, March 28- Invited Summer Assistant candidates will participate in the Summer Assistant Group Process from 8:30 am- 12:30 pm

Monday, March 30 and Tuesday, March 31 – Summer Assistant candidates who are currently Abroad and would otherwise have been invited to the SA Group Process will participate in a scheduled, timed alternate activity during these dates. Details will be shared direct with candidates in this situation.

Friday, April 3- CLRE and FPCM shall begin to extend offers for Summer Assistant positions. All candidates who proceeded to the SA Group Process will be informed whether they are identified as an Alternate or whether their participation in this selection process has concluded.

Monday, April 13- Begin completing hiring paperwork for hired SAs

- Summer Assistants for CLRE at Amsterdam Hall, 2350 H Street NW, Suite 106.
- Summer Assistant for FPCM at Support Services Building, 2025 F Street NW, Suite 101.

Employment and Training Dates

May 14-15 and May 18-20- All Summer Assistants are required to participate in Summer Assistant training.

Beginning Thursday, May 21 – Summer Assistants (SAs) for CLRE- Foggy Bottom Campus will begin their service and will report on a schedule based on their assigned Staff Shift (AM, Mid-Day or PM).

May 22-June 6- To assist with the start of the Summer season, Summer Assistants (SAs) for CLRE – Mount Vernon will be scheduled hours beyond their assigned shift to conduct Room Inspections for both campuses between May 22- June 6, 2020 (tentatively 10:00am-6:00pm daily).

June 8-12- Summer Assistants (SAs) for CLRE – Mount Vernon are required to participate in specific MVC Summer Assistant Training.

Beginning Sunday, June 13 – Summer Assistants (SAs) for CLRE – Mount Vernon will begin their role and will report on a schedule based on their assigned Staff Shift (AM, Mid-Day or PM).

Summer Weekends- Staff should anticipate being available for the following weekends: May 23-24, May 30-31, June 6-7, June 13-14, Aug. 1-2, Aug. 8-9, Aug. 22-23, and Aug. 29-30, 2020. Additional dates for spring to summer and summer to fall transitions will also be required.

Wednesday, August 5– Last day of provided on-campus housing for Summer Assistants who are not Fall 2020 on-campus residents. Temporary housing arrangements may be available for Summer Assistants through August 22nd on a case-by-case basis.

Sunday, August 30- Last day of the Summer service period for Summer Assistants (SAs), all positions, all shifts, and both campuses.

Leave Time- Summer Assistants will also be permitted to elect an optional one week of unpaid, approved leave (Sunday through Saturday) during the Summer period. Summer Assistants will be able to submit requests for their unpaid week off while completing Summer Assistant hiring paperwork. Requests will be considered in combination with all staff requests and program needs. The following weeks may be requested for unpaid leave; weeks other than those listed are not often approved, but will be considered on a case-by-case basis:

- Summer Assistants (SAs) for CLRE- Foggy Bottom Campus: June 22-28, June 29-July 5, July 13-19, and August 10-16.
- Summer Assistants (SAs) for CLRE – Mount Vernon: June 22-28, June 29-July 5, July 27-August 2, and August 10-16.
- Summer Assistants (SA) for FPCM: June 7th - August 16th

Note: Any of the above dates are subject to change based on program needs.