

Summer Operations Assistant (SOA)

Position Description

Summer 2024

The **Summer Operations Assistant (SOA)** is a summer term appointment, reporting to the Facilities Coordinators while receiving leadership from a Facilities and Operations Intern. The SOA will perform duties to assist in the day-to-day operations of all residential facilities to continue to improve residence hall spaces across campus.

The SOA will have the opportunity to work in different settings within our department, therefore gaining a variety of skill sets that will challenge their abilities and offer them valuable business skills in communication, organization, and a basic understanding of facilities management. You will meet great people and be part of a supportive culture. A service mindset is critical to success in this position.

Student Learning Outcomes Expected: Teamwork, Logistical Planning, Time Management, Critical Thinking, Oral and Written Communication, Teamwork/Collaboration, Digital Technology, Leadership, Professionalism/Work Ethic Career Management.

This position requires approximately fifteen (15) hours each week of on-site work and one (1) hour weekly staff meeting. Expect site work in any residential facility at Clairmont or central campus.

RESPONSIBILITIES

- Perform room preparation tasks as determined by supervisor
- Move furniture, mattresses, and/or equipment
- Perform minor cleaning tasks
- Document and remove abandoned property
- Inventory and database management
- Identify and create a list of facility needs
- Complete detailed assessments of room condition and damages
- Submit detailed work orders
- Perform building/room entry access when needed
- Accompany contractors, vendors, or staff when needed
- Note progress of work performed by contractors and Campus Services
- Attend and participate in all staff meetings and training
- Adhere to all University Code of Conduct and Residence Life & Housing Policies
- Assist with other duties as assigned

QUALIFICATIONS

- Emory or Oxford student in good academic and judicial standing
- Able to commit to the entire summer dates of employment
- Possess an excellent customer service work ethic
- Ability to work independently and as part of a team
- Attention to detail and strong organizational skills
- Ability to perform physical labor/activities
- Must be able to lift or carry up to 50 pounds, bend, walk for an extended time, climb stairs, lift in tandem

IMPORTANT DATES AND REMUNERATION

- Dates of employment - **Monday, May 13, 2024 – Friday, August 23, 2024**
- A stipend of \$1,000.00, paid in four monthly installments.
- Must sign up for direct deposit.
- SOAs are allowed five (5) personal days
- While employed, SOAs will share an apartment on the Clairmont Campus with other staff members.
- Summer housing assignments will end with employment. At that time, staff will need to transition to their fall housing assignment or an off-campus location.

Please click [here](#) to apply. All other inquiries regarding this position may be directed to:

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