

Summer Project Assistant
Residential Life
UMBC

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, Assistant 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. Ability to work effectively as member of a team

SPECIFIC RESPONSIBILITIES

1. Properly prepare walls and ceilings and other surfaces for painting
2. Apply multiple coats of paint for high-quality product
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 24, 2010 – August 18, 2010
Work Week: 40+ hours (8:30 AM - 4:30 PM)

OTHER IMPORTANT DATES

Move-in scheduled for May 23
Training begins May 24

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 appointment
3. Are prohibited from taking any summer classes during scheduled work hours.
4. Positive work performance in former Residential Life position(s) may be a part of the selection process

REMUNERATION

On-campus housing and \$3000.00 stipend