

Summer Project Manager
Residential Life
UMBC

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

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. Ensure that rooms and facilities are prepared for guests and students
2. Work to ensure that major repairs are reported to the Residential Life Office
3. Conduct regular inspections of project work to ensure quality control
4. Monitor special setup needs or arrangements for each conference group
5. Address project work as it relates to conferences and daily facilities operations
6. Supervise the procurement and distribution of all tools and equipment necessary for project work
7. Maintain records and logs of projects
8. In coordination with other managers, the Assistant Coordinator and the Assistant Director, produce Project Assistants work schedules
9. Compile and distribute 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. Train and supervise Project Assistant staff. Develop and implement training programs for staff in conjunction with the Assistant Coordinator and Assistant Director
13. Adhere to all safety procedures established by Residential Life and material/equipment manufacturers
14. Provide written and oral reports as needed
15. Assist in the application, interview and selection processes for Project Assistants
16. Provide staff with informal feedback throughout the summer. Advise Assistant Coordinator and Assistant Director on staff performance
17. Help develop incentives to increase staff retention, productivity, and morale
18. Conduct scheduled staff meetings.
19. Attend weekly manager meetings including Summer Operations Meeting
20. Respond to emergencies
21. Perform all duties required of Project Assistants
22. Perform 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 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 have experience in residence hall living with proven supervisory skills, or 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. 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

REMUNERATION

On-campus housing and \$4,500 stipend