

## **Student Operations Crew – Summer Facilities Planning & Management**

### **I. GENERAL DESCRIPTION**

Student Operations Crew – Summer crew workers provide support to the University Housing, Residence Life and Conference Services department within the department of Facilities Planning & Management. The team works behind the scenes preparing the residence halls for fall opening, while also welcoming conference guests to campus.

### **II. POSITION REQUIREMENTS**

- Hold a 2.0 GPA/QPA at the time of hire and start of employment
- Remain in good academic standing with the university during the period of employment in the position.
- Be in good conduct standing with the university at the time of hire and start of employment and remain in good conduct standing during the period of employment.
- Be able to work a minimum of 8-12 hours per week.
- Preference will be given to Federal Work Study (FWS) applicants.
- Regularly required to walk, kneel, bend, crouch, and lift up to 25lbs.

### **III. SPECIFIC RESPONSIBILITIES**

#### **Summer Turnover**

- Escort contractors around campus to monitor and uphold Marquette standard of conduct
- Execute tasks prepping rooms for residential building turnover, inventory and set-up of furniture, and common space within residence halls
- Collaborate on the summer-long process to prepare student living spaces for fall move-in
- Assess and prioritize replacements of drapes/blinds, carpet, and mattresses within residence halls and apartments
- Complete mid-summer and final inspections prior to August opening, providing punch lists to contractors and FP&M shop leads
- Assure that all work is done to standard and on time for resident move-in in the fall

#### **Conferences**

- Monitor access to the building by guests, residents, and visitors
- Monitor access to the building by contractors, vendors, and other university employees
- Monitor front desk key control for guest lock outs and building access keys
- Collaborate with fellow crew workers to maintain desk coverage when halls are staffed
- Attend all conference services desk receptionist trainings and scheduling meetings
- Participate in check in and check out of conferences guests
- Enforce university and conference policies, procedures, and regulations as needed
- Act as a resource for conference guests referring them as needed to appropriate campus staff or offices
- Maintain a Marquette sense of hospitality to conference guests while staying at the University
- Prepare guest materials and facilities to welcome guests to campus, such as, making beds, prepping linens, organizing keys, and tidying the front desk

#### **Additional Leadership Opportunities**

- Following May training, select crew members will be promoted into any vacant team leadership positions

### **IV. REMUNERATION**

- Housing is provided within Wells Hall or rent compensation within University Housing
- Work Dates: May 12<sup>th</sup> – August 16<sup>th</sup>
- Competitive pay: \$11 starting
- Hours:
  - Part time, full time, and overtime hours available
  - Monday-Friday 8am-12pm, 1pm-4:30pm
  - Desk shifts – dependent on conference schedule, weekday, weeknight, and weekend hours