



**GW Summer and Non-Degree Programs – Pre-College
LOGISTICS ASSISTANT – MOUNT VERNON CAMPUS
Job Announcement & Position Description**

EMPLOYMENT PERIOD

April – August 10:

Up to 30 hours/week through June; up to 40 hours/week during July & August

POSITION DESCRIPTION

The George Washington University Pre-College Program is seeking support for its summer programs for high school students. The Logistics Assistant (LA) will work with the GW Pre-College Program Assistant by providing logistical, administrative, and planning support to the various Pre-College programs. The position will be based at the Mount Vernon Campus office, and will report to the Director of the GW Pre-College. This position may be required to work a non-standard schedule including shifts that begin after 9am and end after 5pm.

DUTIES AND RESPONSIBILITIES

- Prepare orientation materials for Pre-College faculty and Course Assistants, including:
 - Revision of Faculty and Course Assistant Guides
 - Compiling and Printing Student Course Rosters
 - Printing Classroom location
 - Organizing information in individual binders based on class and position
- Conduct final confirmations for site visits and program excursions.
 - Working with Program Assistant to confirm site visit locations and special requests with Faculty member
 - Distributing meal request form to Course Assistants and collecting forms after the first day of class
 - Placing all off-campus meal requests with outside vendors
- Collect and archive program receipts.
 - Assisting Program Assistant in collecting program receipts. Program Assistant will record and report all expenses to university.
- Maintain updated daily program schedules and a detailed transportation schedule for faculty and staff leading off-site excursions in special programs
 - Notifying and reminding Course Assistants of any special requests associated with site visits and giving them necessary paperwork (i.e. meal confirmations)
- Meet chartered transportation vendors arriving to campus as assigned.
- Organize program supplies.
- Anticipate programmatic and administrative issues and recommend appropriate responses.
 - Assisting Program Assistant in communicating with absent students.
 - Working with Residential Staff to track absent students
 - Communicating with Course Assistants about site visits and special requests for food and/or transportation
- Assist with special projects and administrative duties as assigned by the Program Director
- Submit a final report that documents and evaluates the program scheduling and planning process; provide recommendations for future programs
- Other duties as assigned



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QUALIFICATIONS

- Mature, responsible student with a minimum 3.0 grade point average or working professional
- Relevant experience in programming, event planning, and logistics
- Excellent interpersonal, organization and communication skills
- Ability to work in a fast paced environment
- Experience working with youth/youth programs preferred
- Proficiency with Microsoft Suite software

COMPENSATION

- \$15/hour
- May serve to satisfy practicum requirements, with departmental approval

**To apply, please submit a resume and cover letter to the Pre-College Program in the Office of Summer and Non-Degree Programs:
Email: precollege@gwu.edu**