



GW Summer and Non-Degree Programs
SPECIAL PROJECT ASSISTANT 2: Pre-College Logistics Assistant
Job Announcement & Position Description

EMPLOYMENT PERIOD

January 20 – August 14, 2020

Working Hours: Up to 24 hours/week through May 12th; 40 hours/week May 22-August 14

POSITION DESCRIPTION

The George Washington University Pre-College Program is seeking support for its summer programs for high school students. The SPECIAL PROJECT ASSISTANT Logistics Assistant (LA) will work under the supervision of 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 and report lodging and Housing information
- Prepare and report final numbers for Dining needs
- Assist in gathering, collecting, and organizing student enrollment materials to distribute to staff
- Conduct daily communications with students and parents via email and phone
- Prepare orientation materials for Pre-College faculty and Course Assistants
- Prepare and organize student materials for Student Orientation and Closing Ceremonies
- Work with Program Assistant to confirm site visit locations and special requests with Faculty member, including placing all off-campus meal requests with outside vendors
- Collect and archive program purchase receipts
- Maintain updated daily program schedules and a detailed transportation schedule for faculty and staff leading off-site excursions in special programs
 - Notifying and reminding Academic 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
- Anticipate programmatic and administrative issues and recommend appropriate responses
- Assist with special projects and administrative duties as assigned by the Program Director and Program Assistant
- Submit a final report that documents and evaluates the program scheduling and planning process; provide recommendations for future programs
- Other duties as assigned

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
- Pays close attention to detail and applies such detail to the work
- Ability to work in a fast paced environment
- Experience working with youth/youth programs preferred
- Proficiency with Microsoft Suite software



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COMPENSATION

- \$16.50/hour
- May serve to satisfy practicum requirements, with departmental approval

To apply, All members of the GW community, Please submit all applications, with the necessary documentation, through the [GW Student Employment Jobs Portal](#).

Not a GW Student? Please email us at gsummer@gwu.edu for details on how to apply for these positions.