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
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 gwsummer@gwu.edu for details on how to apply for these positions.