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

EMPLOYMENT PERIOD
January 23, 2023 – August 18, 2023:
Up to 20 hours/week through June 4; up to 40 hours/week during June, July & August

POSITION DESCRIPTION
The George Washington University Office of Summer and Non-Degree Programs is seeking support for its summer and pre-college programming for audiences that span middle and high school students as well as international undergraduate and graduate students. The Logistics Coordinator (LC) will work with the GW Summer and Non-Degree program team by providing logistical, administrative, and planning support to the various programs. The position will be based at the Mount Vernon Campus office and will report to the Director of Summer and Non-Degree Programs (reporting structure may shift when the Assistant Director of Academic Success and Summer Programs is hired). This position will 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:
  o Revise/Maintain Faculty and Course Assistant Guides
  o Compile and print student course rosters
  o Print classroom locations
  o Organize information in individual binders based on class and position

• Conduct final confirmations for site visits and program excursions for Pre-College and International Summer programs
  o Work with Instructor and Course Assistant to confirm site visit locations and special requests
  o Distribute meal request form to Course Assistants and collect forms after the first day of class
  o Place all off-campus meal requests with outside vendors

• Keep track of courses, room numbers, contact information and other relevant information for International Summer students

• Serve as a primary point of contact for International Summer students.

• Collect and archive program receipts
  o Assisting program team in collecting program receipts. Full-time staff will record and report all expenses to university

• Maintain updated daily program schedules and a detailed transportation schedule for instructors and staff leading off-site excursions in special programs
  o Notify and remind 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

• Assist with organizing program supplies

• Anticipate programmatic and administrative issues and recommend appropriate responses
  o Assist program staff in communicating with absent students
  o Work with Student Life Coordinator to track absent students

• 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

• Support the planning of flow and set-up of big events - check-in, orientation, welcome BBQ, closing event, move out

• Other duties as assigned
QUALIFICATIONS

• Mature, responsible student (graduate student preferred; upperclassmen will also be considered) 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

COMPENSATION

• $20.00/hour
• May serve to satisfy practicum requirements, with departmental approval
• Housing and dining (Mount Vernon Campus) for Summer Session I and II (May 21, 2023 - August 18, 2023) [available but not mandatory]

GW is an EEO/AA Employer

To apply: All members of the GW community, please submit all applications, with the necessary documentation, through the GW Student Employment Jobs Portal.

https://gwu-studentemployment.peopleadmin.com/postings/12795