

**Position Title:** Summer Work Force

**Number of Open Positions:** 5

**Department Name:** Auxiliary Services

**Position Description:** FACILITIES DEPARTMENT  
SUMMER WORK FORCE JOB DESCRIPTION

Start Date: May 13, 2019 (after Finals) End Date: August 30, 2019

The Work Force will be responsible for the preparation of the residence halls for summer conferences and events as well as Fall opening. They will work in conjunction with the Maintenance, Housekeeping, and Residence Life staffs toward this shared goal.

**General Duties:**

- Move residence hall furnishings into appropriate rooms
- Inspect and assess room furnishings
- Conduct furniture inventories
- Assemble beds and other furniture
- Perform office moves throughout campus

**Hours:**

Mon – Fri. 7 a.m. – 3:30 p.m. (Some Weekends & Nights Possible)

**Qualifications:**

- Some heavy lifting is required. Over 50 lbs.
- Ability to work well with others as a team
- Some weekend work may be required
- Attendance is mandatory from 5/13 – 6/7 and 8/19-8/30
- Applicant must be enrolled as a full-time JCU student for the 19/20 academic year.

**Benefits:**

- Free room in Summer Housing (Dolan Hall) with laundry, internet service, and cable.

For Further Information e-mail Mike Roeder, Mgr. of Facilities Services at [mroeder@jcu.edu](mailto:mroeder@jcu.edu)

**Days and Times Needed:** Start Date: May 13, 2019 (after Finals) End Date: August 30, 2019

Hours:

Mon – Fri. 7 a.m. – 3:30 p.m. (Some Weekends & Nights Possible)

**Nights or Weekends Required:**

Weekends

**Pay Rate:**

Hourly rate with room

**Job Location:**

JCU Campus

**Supervisor Name:**

Mike Roeder

**Supervisor Email:**

mroeder@jcu.edu

**Supervisor Telephone:**

216-397-4760