



Summer Employment: Operations Assistant

Job Title: Operations Assistant

Our Mission

Student U is a college-access and success organization that believes all students in Durham have the ability to succeed. We know that structural racism, poverty and other systemic injustices force our students to face significant obstacles to educational success. We want to change the odds for children in the Durham community. We believe our students are powerful, and that this power will help us realize a Durham where all students can succeed.

Job Details: The Student U Operations Assistant will support our Operations & Facilities Manager and the Operations Team each day during the Summer Academy to ensure that all 6-10th graders have a great summer experience. The summer operations team works to make sure each day runs smoothly – this includes everything from transportation, to food, to supplies, to technology. The Operations Assistant will play an important role in making sure every day runs smoothly this summer. This role is a great fit for any student interested in logistics and operations.

Job Responsibilities:

- Keeping a daily inventory of all technology supplies (Ipads, Chromebooks, Chargers, Etc.)
- Ensuring that Chromebooks and Ipads are fully charged each day.
- Responsible for keeping computer labs clean and in order.
- Owning and managing the sign-in and sign-out process for technology items & labs.
- Working with Program Coordinators to ensure that transportation routes are created and monitored for daily use and for local field trips.
- Printing and distributing transportation rosters to Bus Monitors and Program Coordinators on a daily basis.
- Printing and distributing timesheets to bus drivers.
- Keeping a daily inventory of all gym supplies (basketballs, soccer balls, scrimmage jerseys, etc.)
- Overseeing Bus Monitors.
- Overseeing Space Reservation System.
- Ensuring that the gym and athletic fields are kept clean and in order.
- Supporting the daily operations of the summer program.



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Qualifications:

- Interest in program operations, logistics, and developing leadership skills
- Able to work independently
- Reliable
- Flexible
- A team player
- Ability to take constructive criticism and grow from it
- Maturity to efficiently meet teachers request and be a role model for students

Supervisor: Cameron Phillips, Student U Operations & Facilities Manager

Compensation: Compensation based on experience.

Commitment: 7.5 full-time weeks of up to 30 hours per week (June 10, 2019 – July 31, 2019), not including holidays.

Anti-Discrimination Policy & Commitment to Equity & Child Safeguarding Policy

- Student U is committed to fostering an inclusive culture within our organization where people from various backgrounds can participate fully and equitably, as we want to engage all those who can contribute to our mission.
- Student U has a commitment to ensuring the safety of our students. All staff will participate in the Darkness to Light Training, which is a child safeguarding training to help them understand why it is necessary to safeguard and protect children and to be fully aware of the procedure for reporting concerns.

To Apply: Please submit a resume and references (one work related and one personal) and a cover letter answering the following questions. Why are you interested in working for Student U? Why are you interested in this position?

Deadline for application: Final deadline of **Friday, February 8th**, however applications will be considered on a rolling basis.

Submit to: Cameron Phillips, Operations & Facilities Manager at Cameron.Phillips@studentudurham.org with subject line that reads "Your Name, Operations Assistant".