

## Colorado Mountain College

### Position Description

Title: Summer Operations Assistant, Part-time (Maximum 28 hours per week)  
FLSA Classification: Non-Exempt (hourly)  
Hiring Rate: \$16.58

#### Primary Responsibility

Under the direction of the Manager of Events, Conferences & Recreation and the Director of Student Life & Housing, the Summer Operations Assistant will perform varied duties to support the summer conferencing program, and the day-to-day operations of the Field House and Residence Hall. The Summer Operations Assistant will rotate and provide support to various locations around campus. The Summer Operations Assistant will role model appropriate behavior on campus, online, and in the community. Ability to follow directions and be a team player is critical. The Summer Operations Assistant is expected to be capable of dealing with situations (emergency and non-emergency) as they arise with professionalism and safety in mind. This front-line position is often the first point of contact for visitors to campus.

The Summer Operations Assistant must be available for the entire employment period, typically, early-May through mid-August. Approval for limited work outside the Summer Operations Assistant position or enrollment of summer classes will be required in-advance. Summer Operations Assistant may be allowed to schedule time off during break periods between conferences, depending on availability and anticipated staffing needs. The Summer Operations Assistant is required to live in the residence hall and will receive a rent-free room in the residence hall during employment period.

The CMC work week is Saturday through Friday. This position is limited to 28 hours per week maximum.

#### Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient for the rigors of the position with one year of related experience or equivalent combination of education and experience that will provide the necessary knowledge, skill and abilities to perform the functions of the position.

Special Skills or abilities directly applicable to the position: experiential education, and/or components of pre-collegiate Programs. Ability to turn experiences into learning, recognize effective v. ineffective methods/vehicles, and provide feedback and guidance. Experience with standard Microsoft Office software. Excellent oral and written communication skills, strong organizational skills and ability to prioritize duties and responsibilities. Ability to work flexible hours.

Welcoming. Innovative. Focused on Student Success. These principles reflect the soul of CMC. They guide us in building our teams, cultivating leaders, and expanding our approaches and mindset. They guide us to be an institution of higher education that's the right fit for every faculty member, staff, student, and community member in its trust. Applicants must demonstrate a commitment to working effectively with students, employees, and community members of all backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

### **Essential Duties**

#### **Residence Hall**

1. Check-in and check-out overnight guests
2. Clean rooms and linens in a timely manner
3. Prepare room for guest's arrival
4. Move furniture, as needed
5. Clean common areas, including MPR kitchen, 1<sup>st</sup> floor bathrooms, hallways, study lounges, laundry rooms, front desk & lobby
6. Remove trash & recycling from building
7. Sort & distribute mail and packages
8. Assist with general building operations, such as bulletin boards, maintenance troubleshooting, key inventory, and front desk operations.
9. One to two duty shifts per week.
10. Other duties as assigned

#### **Field House**

1. Check-in Field House members
2. Sell memberships
3. Clean common areas and bathrooms
4. Complete rounds of the building to ensure smooth operation
5. Assist with the climbing wall, as needed
6. Other duties as assigned

#### **Meeting Space**

1. Assist with the set-up & clean-up of campus meeting space
2. Oversee use of meeting space and trouble shoot audio visual, as needed
3. Other duties as assigned

#### **Student Affairs**

1. Assist with Visit Days and prospective student site tours
2. Participate in student panels
3. Assist with Ascent Center front desk operations
4. Clean common areas including vacuuming hallways & meeting space, common area bathrooms and trash/recycling.
5. Other duties as assigned

### **Facilities**

1. Remove thistles on campus.
2. Mow grassy areas on campus.
3. Weed flower beds.
4. Beautify campus grounds.
5. Clean and maintain dog park.
6. Clean sidewalks and patios with machine
7. Other duties as assigned.

### Supervision Received

Summer Operations Assistants live on site and work under the supervision of the Manager of Events, Conferences & Recreation with additional direction provided by department leaders. a

### Special Conditions of Employment

Successful completion of a background check will be required as well as a motor vehicles records report when applicable. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

Summer Operations Assistants will work an average of 20-28 hours per week to include intense periods of work, as well as a few periods with reduced work based on occupancy and conference needs. An altered work schedule including evenings and weekends is required, based on position responsibilities.

### Working Conditions

This position requires constant sitting, occasional walking, standing, and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 50 lbs. Constant written and oral communication and the ability to reason and analyze and perform calculations occasionally. Work is performed using a computer and standard office equipment daily and driving a vehicle occasionally.

CMC is committed to the full inclusion of all qualified individuals. As part of this commitment, the College will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our ADA Coordinator, Human Resources, [benefits@coloradomtn.edu](mailto:benefits@coloradomtn.edu)

*HR Reference:*

*Position Code: WS Rate*

*BLS SOC*

*Position ID*

*Date of Review*

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employees may perform other related duties as required to meet the ongoing needs of the organization.