The George Mason University Office of Housing and Residence Life welcomes all qualified candidates to apply for the position of MoveCrew Coordinator for summer 2019.

Responsibilities:
A MoveCrew Coordinator is a student leader employed by Housing and Residence Life to help plan, recruit volunteers for, and implement campus move-in for the residence halls. There will be three MoveCrew Coordinators, each with an area of specialization: volunteer management, logistics, and operations. The three MoveCrew Coordinators and the advising professional staff will make up the Move-In Leadership Team:

- In consultation with the Professional Staff, take the lead on sections of the opening process.
- Provide updates, discuss developments, plan and implement training, develop and implement opening plans.
- Represent Housing and Residence Life in meetings about the move-in process. This will include communicating with campus stakeholders (Parking, Student Involvement, GMUPD, etc.).
- Establish a positive relationship with campus partners, volunteers, and professional staff and be a resource for them during the move in development and implementation process.
- Address potential and current problems in a timely and responsible manner.
- Assist and consult with Leadership Team when dealing with complications to the move in plan.
- Assist in training of professional staff, volunteers and campus partners on the move in plan.
- Must be available to work during August 10th-26th and may not hold any other leadership position that would require you to be absent during this time period.
- Must be available and approachable to volunteers, leadership team and supervisor.

Qualifications:
Candidates must have strong leadership and interpersonal skills, exhibit professionalism, and the ability to work successfully within a team. To be eligible for the MoveCrew Coordinator position, students must achieve and maintain a 2.50 cumulative and semester GPA, be in good standing with the University (student conduct, financially, etc.), and complete a background check. Additionally, a viable MoveCrew Coordinator candidate must be available to work at least 20 hours a week during the Summer 2019, and at least 5 hours per week through September 6th, 2019. A MoveCrew Coordinator may not hold any other leadership position that would require absents during. Preference will be given to candidates with previous Housing and Residence Life Student Staff and/or individuals with residence hall leadership experience.

Time Commitments:
The MoveCrew Coordinator position will begin on May 20, 2019 and end on/by September 6, 2019. The position will require successful candidates to have a flexible schedule in order to accommodate up to 30 hours a week. With supervisor approval, MoveCrew Coordinator may have up to 10 hours of academic commitments per week (summer classes, internships, etc.) or take one class per summer session. Extended time away from campus must be approved by the supervisor in advance. If hired as a MoveCrew Coordinator and academic year student staff position, the time commitment would vary to support both positions during training in August. Additionally, MoveCrew Coordinator must be available to work both daytime and evening hours the week of August 18th-25th.

Compensation:
The MoveCrew Coordinator position will include the following compensation:

- The MoveCrew Coordinator will be paid hourly at a rate of $9.50.

To Apply:
Please apply via the linked OneDrive Form. For full consideration, application materials must be submitted by April 1st, 2019. If you encounter issues applying through the OneDrive Form and/or have any questions about the position descriptions please contact Anthony (Tony) Berardo via email at: aberardo@gmu.edu.