

Summer Operations Coordinator Staff Agreement
Summer 2025

Title: Summer Operations Coordinator

Reporting To: Summer Operations Resident Directors

Hours/Week: 25-29 average hours throughout entire summer

Compensation:

- Minimum starting wage: \$17.97/hour during an assigned work shift
- Single bedroom within an air-conditioned apartment over the duration of employment with 2-4 apartment building

communicating with others in or out of the office, in addition to agreeing to the terms of the Student Leader Confidentiality Agreement.

Responsibilities

While you may be assigned additional tasks in a given shift, below is a list of some typical tasks you may perform. These include, but are not limited to, the following:

- Serve as a customer service associate, assisting with all aspects of on-campus housing for BC students and guests, including guest check-in and check-out, as well as handling phone and in-person inquiries from current and prospective summer guests and residents.
- Attend daily and weekly required check-in meetings to receive assignments and be made aware of any incoming/outgoing campus guests/students.
- Schedule daily SOA morning meetings to discuss and assign tasks for the shift.
- Oversee the SOAs as they answer Residential Life department phones, take messages, and respond to questions of guests and summer students.
- Assist in triaging issues in accordance with Residential Life Summer Operations Procedures.
- Manage the key and access card packet audits and preparation for all incoming guests/students residing on campus.
- Manage and assist with the check-in/-out of camps, conferences, orientation, and seasonal training to a camp.

requirements of the Summer Operations Coordinator position, students will not be able to work more than 29 hours per week across