OVERVIEW
Operations Assistants (OAs) work as a part of the Dean of Students Office Operations team. OAs are instrumental in ensuring the daily functions of the George Sherman Union (GSU). OAs serve as the main staff for all GSU guest relations. Operations staff is expected to be knowledgeable about the George Sherman Union, Boston University’s campus and resources, and special events. In addition to serving as an information center for students, staff, and guests, OAs also work on special projects assigned by the Dean of Students Office. The mission of the Operations office is to provide a welcoming environment within the GSU for everyone who uses the resources within the building.

RESPONSIBILITIES
- OAs must be available to work twenty hours per week during the summer.
- The Operations team works with Facilities, Events and Conferences, as well as other building teams to assure the best possible maintenance and aesthetics of the space.
- OAs manage student group storage space within the GSU and at 728 Commonwealth Avenue through a locker application process and loan out system.
- OAs assist with event set-ups as necessary for Division of Student Life events including events for Orientation, Weeks of Welcome, and Friends and Family Weekend.
- OAs run an equipment loan-out program to BU students and staff for items including phone and laptop chargers, projectors, easels, and mac adaptors.
- OAs are responsible for handling all incoming and outgoing mail for the George Sherman Union.
- OAs work on special projects with Program Assistants from the Dean of Students office assigned by members of the Division of Student Life staff.

DATES OF EMPLOYMENT
Tuesday, May 23 - Sunday September 3
As a condition of employment and benefit for the University, OAs will be provided housing from Monday, May 22 - Sunday, August 27, 2017 as long as they remain in good academic, judicial and financial standing with Boston University.

OFFICE HOURS OF OPERATION
Students wishing to work on the Operations team should have availability within the following hours:

Monday through Wednesday: 8 a.m. until 7pm p.m.
Thursday: 8 a.m. until 11 p.m.
Friday: 8 a.m. until 6 p.m.
Saturday and Sunday: closed

TRAINING SESSIONS
<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 17-18, 2017</td>
<td>Weekend Retreat, Off Campus</td>
<td>5pm Friday - 11pm Saturday</td>
</tr>
<tr>
<td>April 9, 2017</td>
<td>Public Speaking Training</td>
<td>10am - 1pm &amp; 4:30 - 9pm</td>
</tr>
<tr>
<td>May 23 - June 2, 2017</td>
<td>Possible Summer Training Sessions</td>
<td>8am - 5pm; 6 - 9 pm</td>
</tr>
</tbody>
</table>

COMPENSATION
Training and Starting Rate................................................................. $11.00 per hour

Please note that earnings are subject to federal and Massachusetts state income taxes. Work Study is preferred, but not required, for this position.

OTHER THINGS TO NOTE
- Any questions about this position may be directed to Fiona Egan, the Graduate Assistant for Operations either by email at fegan01@bu.edu or by phone at 617-353-5498.