



# Summer Crew Supervisor Position Agreement – Summer 2018

## Duties & Responsibilities

The Summer Crew Supervisor is a student leader and vital member of the summer housing operation at SD Mines. The Summer Crew Supervisor provides supervision of 2-4 summer crew employees and provides critical coordination between Facilities, Summer Conferencing, Residence Life, and Summer Crew.

The Summer Crew provides maintenance and painting to the residence halls during the summer months. In addition, the summer crew provides support to Summer Conferencing by preparing buildings and rooms for summer occupancy.

This position schedules staff and work projects, ensures equipment and supplies are ready, maintains quality in all work performed by the summer crew, performs maintenance and custodial functions as needed, fulfills summer housing needs, operates housing key systems, and performs other duties as assigned.

The Summer Crew Supervisor is on-call throughout the summer for evening and weekend emergencies and summer housing issues.

## Requirements

This is a student employment position. Verification of student status is required. Previous experience with an on-call position in Residence Life or with the Summer Crew is preferred; knowledge of painting and general maintenance is preferred. Summer Crew Supervisors must be able to stand for long periods of time and lift up to 25 lbs. This is a live-on position—Supervisor is required to live in campus housing during employment. Candidates must pass background check to be employed.

Summer Crew Supervisors must be able to work full-time: May 7, 2018 through August 15, 2018.

## Benefits

- Paid hourly rate of \$12 per hour, full-time 40 hours per week
- Free housing for summer in furnished apartment
- \$500 in flex meal dollars for summer term

## Position Agreement

Failure to fulfill duties, responsibilities, and expectations as outlined may be grounds for termination. Employment is at will. Therefore, as employer, the university has the right to terminate without cause.

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Employee Name

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Employee Signature

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Date

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Employer Name

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Employer Signature

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Date