Summer School 2016 Position Description
Operations Team

The Operations Team are responsible for assisting Directors with the logistics of Summer School. Duties will include ensuring that spaces are maintained, equipment for activities and workshops is secured, and that classes are running according to the timetable. This role requires highly developed organisational and problem-solving skills, a high level of dedication, and the ability to work under pressure in a team environment.

<table>
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<tr>
<th>Title</th>
<th>Operations Team Member</th>
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<tbody>
<tr>
<td>Number of positions</td>
<td>4-5</td>
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Main duties and responsibilities

- Ensure that all classes are running in their correct rooms and have their tutors present in every hour of classes throughout the Program.
- Assist students in finding their classrooms.
- Run an information/help desk on level 2 with Directors to help students with any problems during the Summer School.
- Be the first point of contact for any students and tutors who have queries about the program, deferring to the Directors where relevant.
- Assist Directors with the smooth running of Summer School as per request.
- Liaise with the IT Operations team about relevant matters concerning the organization of tutors and students, including the Tutor Portal.
- Be proactive in assisting with the logistics of the Activities and Workshop programs.
- Coordinate the Group Meeting locations to ensure all students are looked after.
- Help to set up and maintain level 2 area for students including: creating signs, notice boards, set up and clean up etc.
- Assist students (from information desk) with arranging Focus Tutoring, and tutorial room bookings.

Reporting

Head of Operations, Directors
Responsibilities Common to all Roles

- Assist in ensuring that the program runs smoothly.
- Be a mentor (both personally and academically) to the group of students assigned to you.
- Ensure that students follow the rules of the program.
- Help out in the event of an unforeseen emergency.
- Communicate concerns about students’ progress or welfare to the Resi coordinator and/or directors as appropriate.
- To have applied for and received the Working With Children Check by Summer School 2016, and signed the indemnity form indicating agreement with all terms and conditions stated.

Time Commitment

The operations team is required to attend every day of the 2 week program (8:30am-5pm), pre-enrolment day on the 8th Jan (9:00am-5pm). You will also be required to attend tutor camp 27th – 29th November, 2015.