

# Summer Keys Coordinator Job Description

*(2 positions)*

## **GENERAL INFORMATION:**

The Summer Keys Coordinator reports to the Assistant Director of Operations and assists them with tasks involved in housing summer groups and/or summer resident students. The Summer Keys Coordinator must be available for work beginning Monday, June 1 through Thursday, August 20.

## **SPECIFIC DUTIES:**

1. Completes a thorough inventory of all keys in their designated work area on Monday, June 1 to determine lost and/or damaged keys.
2. Before the close of business on Monday, June 1 submits a work order to Facilities Services for the purpose of requesting lock changes and/or replacement keys as a result of the initial inventory noted above.
3. Communicates with campus locksmith and/or Facilities Services staff on a regular basis to maintain a favorable working relationship and to insure the best time of service of work orders submitted regarding keys.
4. Maintains the key inventory throughout the term of employment to insure keys are available as needed by summer groups and/or summer resident students by completing a timely inventory of all returned keys, placing work orders for lost or damaged keys, picking up keys upon completion of the work request and returning them to the key inventory in a timely manner.
5. Communicates with summer group leaders before their arrival to schedule a time and location for pick-up and return of all applicable keys, as well as sharing additional information that will assist the group while on campus.
6. Assume responsibility for insuring that each group leader receives all keys required, as well as insuring each group is held accountable for lost keys.
7. Assumes responsibility for maintaining summer student housing key inventory by communicating with designated Area Coordinator to determine turnover status of residents and room change needs.
8. Follows key protocol, as defined by the Area Coordinator.
9. If applicable to the area assigned, maintains an accurate inventory of access cards to insure groups are provided the correct number of cards needed, as well as insuring accountability for the lost or damaged access cards.

10. Attends weekly staff meetings with the Housing & Residence Life Staff and Summer Program Coordinators.
11. Meets regularly with Assistant Director of Operations as a means of providing details about damaged or missing keys, room/facility damages, maintenance needs, or other issues.
12. Assists by providing office coverage within Estridge Commons on occasion, completing building inspections, or other tasks as assigned.
13. Lives in a residence hall or NV apartment.
14. Is available by phone or pager 24 hours per day, six days per week. There will be one day designated each week as a day off. This day will be determined by taking into consideration the projected schedule of all coordinators and the weekly housing needs in an effort to provide continued coverage to all residents and/or guests.
15. Maintains regular communication with other Summer Keys Coordinator to keep informed of activities within all areas as a means of providing continued coverage during the designated days off.
16. Prior to the distribution of keys to Furman students in August and September, completes a physical check of all keys throughout their assigned area to insure keys and/or locks are working properly and all keys are accounted for in their assigned area. This inspection can be ongoing as buildings are pulled offline from summer programs to preclude an overwhelming physical check at the end of the summer.
17. Assist in the check-in of “early arrival” students in August.
18. Performs other duties as may be required in providing the best customer service to visiting summer groups and/or summer resident students.

**COMPENSATION:**

The Summer Keys Coordinator is paid a \$2,200 stipend. Housing is provided.