

American University is looking for a part-time Operations Assistant for the remainder of the academic year (March-May) with the possibility to become full-time as an Operations Manager over the summer.

This position would report to the Director of Facilities & Operations, and oversee event management for spring soccer games as well as several special events, including working on some post-season basketball games. In addition, this position would be responsible for managing the student staff, to include scheduling, supervision, training, and payroll. Finally, this position would serve as the department liaison to Grounds, Information Technology, and Public Safety.

This position will also handle various research projects for the department as we are continuously looking to upgrade our equipment/facilities and become more efficient in our operation.

Minimum qualifications for the Operations Assistant position would be prior event management experience as well as supervisory experience.

Position would be part-time for the remainder of the academic year (March-May), with the expectation being of working 20-25 hours per week (including some nights and weekends). Pay is \$10/hr, and does not include University benefits.

If interested, please forward a resume and a list of professional references (no more than 3) to Jordan Tobin, Director of Facilities & Operations, at jtobin@american.edu. No phone calls will be accepted.