

OLLI Contract Worker Position Description

On-Site Facility Manager for Adath Israel

Function: Provide general oversight and implementation of operational logistics to maintain and ensure high level of on-site quality control and service for OLLI classes held at Adath Israel, 3201 E Galbraith Rd, Amberley Village, OH 45236.

Duties:

- Open and close classrooms (arrive 30 minutes prior to class start time; ensure classrooms are in order at the outset and end of the day; return AV equipment to locked storage).
- Meet and orient instructors to facility and equipment. Provide training and practice sessions, as needed.
- Ensure classrooms and media are set-up to accommodate instructional needs. Must have practical working knowledge of audiovisual systems and software; must be able to move tables, chairs, and media carts. (We don't need a tech expert – a working knowledge and ability to trouble shoot is sufficient.)
- Monitor equipment and technology; report issues and make recommendations to OLLI staff.
- Provide on-site and on-call trouble-shooting.
- Serve as liaison between instructors, Adath Israel staff, and OLLI office staff regarding all matters pertaining to operations and services. Provide customer service to OLLI members/students.
- Manage safety measures (risk management).
- Perform related duties as needed.

Hours: 24 weeks per year (hours below) and as needed.

Fall 2024 Dates below (14 hours/week)

Mondays 9 a.m.–4 p.m. (Sept 23-Nov. 25; no classes Oct. 14 or Nov 11)

Tuesdays 8:30 a.m.–4:30 p.m. (Sept 24-Nov 12)

One day before classes begin for tech training & one day after classes end for making up missed classes (approximately 10 additional hours total)

Winter 2025 1/28/25-3/20/25 (8 weeks, 14 hours/week)

Tuesdays 9 a.m.–4 p.m.

Thursdays 9 a.m.–4 p.m.

One day before classes begin for tech training & one day after classes end for making up missed classes (approximately 10 additional hours total)

Spring 2025 4/22/25-6/12/25 (8 weeks, 14 hours/week)

Tuesdays 8:30 a.m.–4:30 p.m.

Thursdays 8:30 a.m.–4:30 p.m.

One day before classes begin for tech training & one day after classes end for making up missed classes (approximately 10 additional hours total)

Compensation: \$25 per hour (paid monthly upon receipt of invoice). Annual hourly total expected to be between 366 and 400 hours, based on needs.

TO APPLY: Resume and letter of interest to olli@uc.edu by July 15, 2024.