

Supply Coordinator
Summer Day Camps, PreK – Grade 6

The Supply Coordinator supports summer program preparation in spring, provides on-going support during the summer session, and assists with wrap-up responsibilities on the Evanston Northwestern campus and Chicago area sites through mid-August. See below for responsibilities.

Please note: In addition to on-campus support pre and post sessions, this position will also work onsite at the CTD program locations while the program is in session. They also help with both the set up and move out of the sites. This is an active role requiring high energy and flexibility.

Pay: \$18 per hour; 37.5 hours per week

Position Duration

- Preferred start date: May 6, 2024
- Duration: May 6 – August 9, 2024

Locations

- Evanston CTD Office (on NU's Evanston campus)
- Off-campus programming locations include Downers Grove, Elgin, Chicago (Lakeview area), and Evanston

Qualifications

- Strong organizational and problem-solving skills, proactive thinking required.
- Effective, professional communication skills required.
- Strength and mobility to lift supply boxes weighing up to 40 pounds.
- Clear driving record and valid Driver's License.
- *Preferred:* Previous office experience, experience in customer service.

General Responsibilities

SUPPLIES MANAGEMENT

- Identify and order supplies needed for each site not already in supplies inventory with special care to shipment timelines and class start dates.
- Organize, label, and stage supplies for each site move.
- Manage supplies inventory spreadsheets, including technology hardware.
- Communicate with instructional staff about their classroom supply requests and needs.

Other supplies-related responsibilities:

- Load and transport supplies from campus to sites as needed using CTD vehicle.
- Assist with the organization and packing up of supplies for moves back to campus.

OFFICE SUPPORT

- Support CTD Program Assistant in preparation for staff trainings, copying for sites, and other administrative tasks as needed.
- Follow all CTD rules and regulations concerning staff conduct and appropriate dress.

Center for Talent Development is accredited through Cognia® by the North Central Association Commission on Accreditation and School Improvement (NCA CASI).

As per Northwestern University policy, this position requires a criminal background check. Successful applicants will need to submit to a criminal background check prior to employment.

Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes, including veterans and individuals with disabilities. Women, racial and ethnic minorities, individuals with disabilities, and veterans are encouraged to apply. Click for information on [EEO is the Law](#).

The Northwestern campus sits on the traditional homelands of the people of the Council of Three Fires, the Ojibwe, Potawatomi, and Odawa as well as the Menominee, Miami and Ho-Chunk nations. We acknowledge and honor the original people of the land upon which Northwestern University stands, and the Native people who remain on this land today.