



EC Boston Apartment Arrival/Departure Supervisor

EC Boston is a language school that provides English courses for students from all over the world. In addition to English courses, EC also provides accommodation service to our students.

EC's shared apartments are conveniently located in Brighton, Cleveland Circle (C Line) and Sutherland (B-Line), areas and on Commonwealth Ave. near Copley Square.

EC students who request residence service arrive/depart on the weekends, and, in some rare occasions, on week nights. We are looking for a responsible person to help check in/out students, conduct spot checks of the apartment, and ensure the apartments meet EC quality standards.

The Apartment Supervisor will have check lists to follow while checking in/out students and making sure all essentials and rooms are set up and ready for the students. This is not a "house keeping" position but this person will be responsible for making sure students arrive to a nice, clean room, have what they need throughout their stay and that damage is properly recorded upon departure when necessary.

Other responsibilities include weekly spot checks, occasional visits to the apartments to make sure students are following EC apartment terms and conditions and the issuance of warnings when appropriate.

Qualifications:

- * Mature adult
- * Flexibility in attitude and schedule (able to work weekends and nights)
- * Able to follow detailed instructions and check lists but also relies on own good judgment
- * Responsible, good attention to detail, organized, and conscientious
- * Friendly yet firm demeanor; not hesitant to respectfully provide either written or verbal warning to students violating apartment terms and conditions
- * Resides in the Cleveland Circle area or within 30 minutes commute to the area

Responsibilities

- * Be the first to arrive at apartment for emergencies
- * Check in students upon arrival by ensuring their rooms are ready, giving them Welcome Packet, keys, showing them the amenities and neighborhood, and going over general apartment rules
- * Check out students on their departure date by carefully documenting any damages and collecting their keys
- * Conduct spot checks bi-weekly by following the checklist and informing the office of any breakage and missing supplies
- * Regularly communicate with the EC Boston Accommodation Department and assist in other duties related to the supervision of residences

Compensation:

\$15 per assigned apartment visit/check with additional compensation for emergency calls; each check takes approximately 30 minutes

\$10 per hour during the training period (approximately 4 hours)

Alternatively, accommodation at a reduced rent may be negotiable

This is a year-round, part-time position to start as soon as possible.

To apply for this position, please email your resume and cover letter to hilaryotey@ecenglish.com.

Alternatively, you may fax the required documents to 617-247-2959.

Candidate must be available for an in-person interview within the next week.