Position Descriptions for **Temporary Odyssey Assistants**

**Reports To**  
Assistant Hospitality Manager

**Period of Employment**  
Phase I - May 21 – June 4, 2011  
Phase II - May 21 - June 25, 2011

**Hours**  
Various. Some night, weekend and on call hours.

**Compensation**  
$7.25 - $8.50 per hour

Odyssey of the Mind is an international educational program that provides creative problem-solving opportunities for students from kindergarten through college. The University of Maryland is excited to host over eight thousand student participants and an equal number of visitors from the United States and 25 other countries to our campus for the World Finals. We are looking for enthusiastic and customer service oriented individuals to help welcome and engage our guests during the World Finals competition May 26-31, 2011. All of the temporary Odyssey Assistant positions are full time shift work and employees must be able to provide their own transportation to UM to work mornings, afternoons, nights and weekends. Candidates should possess a familiarity with the University of Maryland and the surrounding area to assist guests with any questions they may have.

**Positions Available:**

**General Assistants**  
1. Provide assistance to professional staff members in the Odyssey Command Center.  
2. Supervise competition sites, events and social functions.  
3. Work at information desks and other information locations, including shuttle stops, pedestrian traffic routes and major venues.  
4. Work at registration and at residence hall desks, as well as any of the functions of the Desk Specialist (See Desk Specialist Job Description).  
5. Assist with the handling, storage and supervision of competition materials (props).  
6. Assist with the prepping and pulling of linen in the residence halls.  
7. Note: General Assistants can work either Phase I or Phase II.
**Driver/Personal Assistant**
1. Work closely with an Odyssey of the Mind Problem Captain.
2. Successfully complete driver training.
3. Escort the Problem Captain around campus in a provided vehicle.
4. Be on call 24 hours during Phase I and respond whenever the Problem Captain needs help.
5. Assist with the prepping and pulling of linen in the residence halls.
6. **Requirements:** A valid driver's license is required for this position.

**Linen/Prop Crew**
1. Receive, set up, and discard props from Odyssey competitions.
2. All Prop Crew employees can expect to work (at minimum) 10 hour days in around the clock shifts prior to the beginning of competitions. Once the competitions have begun, the crew will take turns being on call and working as general assistants.
3. Assist with the prepping and pulling of linen in the residence halls.
4. **Requirements:** The Prop Crew works during Phase II and must be capable of lifting 50 lb packages.

**Odyssey Marketing Assistant**
1. Assist in the production of daily newsletter to be distributed participants.
2. Produce and post any signs needed in the residence halls and on campus prior to the group’s arrival.
3. Assist with the prepping and pulling of linen in the residence halls.
4. All majors are welcome but marketing and journalism students are encouraged to apply.
5. **Requirements:** The Marketing Assistants must work Phase I and be a UMD student.