STUDENT POSITION: Housing Building Operations Specialist (Housing & Residence Life)

REPORTS TO: Housing Building Operations Manager (indirectly to Director)

DESCRIPTION: The Housing Building Operations Specialist provides support to the Housing Building Operations staff, which includes administrative and facility related tasks. Administrative tasks include managing student lockouts, tracking lock changes, inputting computer data, and various auditing of keys/programming systems. Facility related tasks include completing housing building walks to identify general work orders, preparing halls for student check in and out in relation with conference services, and auditing electronic and keyed locks. Housing Building Operations Specialist staff may also provide weekend duty responsibilities from Friday at 5pm to Monday at 8am. Other responsibilities include completing inventory checks, and assisting with furniture moves and reconfigurations. Assistance in coverage of the front desk will be expected during high traffic times. General receptionist/clerical duties, such as filing, will also be required.

QUALIFICATIONS:

• Knowledge of residence halls and campus resources
• General facility interest and willingness to learn, troubleshoot, diagnose facility system related issues
• Basic computer skills required
• Ability to process detailed information in a timely manner
• Availability during summer (room will be provided within summer residence hall)
• Be in good conduct standing with the University
• Ability to work in buildings without elevators; stand or walk for extended periods of time
• Willingness to perform duties that require physical activity (i.e. move and/or lift objects that weigh up to 40lbs
• Availability before and/or after residence hall opening/closing may be required

HOURS: Summer: Full-time, 30 hours a week, although flexible if combined with summer school classes
School Year: 10-18 hours a week; minimal shift length of 3 ours is preferred

If hired for the 2014-2015 academic school year: 6 – 15 hours a week

CLASSIFICATION: Summer: Student Assistant II
School Year: Student Assistant I
COMPENSATION:  Summer compensation: Single room accommodation within a summer school residence hall room from approximately 6/12/2014 through 9/2/2014 and an hourly wage
School Year compensation: Hourly wage

START DATE:  May 2014 (training)
Summer: June 12, 2014
School Year: September 20, 2014