



Position Summary Statement:

The Summer Maintenance Assistant serves Housing and Residential Education the maintenance team to complete summer projects, complete work orders, apartments, and rooms for summer and fall arrivals. Additional duties include: custodial, inventory and other projects as needed. Additional duties will be as load.

Work hours for the summer months will be full-time and may include some we Holiday with advanced notice. You will be given two paid 15-minute breaks or one in the afternoon. You will have a 30-minute unpaid lunch period.

Summer Maintenance Assistants will serve as part of an on-duty team to cover custodial related calls and complete a set of rounds through all residential building basis including weekends and holidays.

Summer Maintenance Assistants are required to live on campus and housing compensation.

Please Note: All students hired to work are expected to work for the entire summer will be permitted on a first come first serve basis. Vacation is not permitted in the weeks of employment. Staff is required to report to training 1-2 days before the

Dates of employment: May 8, 2024 – September 3, 2024 [May 1, 2025-Septem](#)

Maintenance Responsibilities:

1. Work independently or as a part of a small team to complete assigned work orders.
2. Assist Facilities Technicians to complete projects that require assistance
3. Complete full building inspections and perform needed repairs to prepare and fall residents. Training will be provided.
4. Serve as part of a duty team to respond to facilities and custodial related and 10:00pm nightly on a rotating basis with the summer student custodial maintenance workers, and student custodial leads.

Additional Responsibilities:

1. Light custodial, furniture moves and other projects as assigned.
2. Serve as part of a floor care team.
3. Assist with preparing the New Building for opening.

Miscellaneous Responsibilities:

1. Keep supervisor updated on daily progress of cleaning and other projects
2. Act as a positive representative of Housing and Residential Education
3. Assist with other duties as assigned.

Required Qualifications:

1. Ability to work independently with high level of attention to detail, organization, sound judgement, and commitment to working as a team.
2. Availability, up to 40 hours per week, during regular business hours (8:00am-5:00pm).
3. Attendance at all training sessions is mandatory.
4. Strong interpersonal communication and customer service skills.
5. Maintain student status with a minimum of 2.0 GPA, semester and cumulative members who drop below the 2.0 minimum standard for semester or cumulative released from their position or placed on employment probation.
6. Must be in good disciplinary standing with the University. Candidates released through the Dean of Students Office may not be considered.
7. Satisfactory criminal background check and completion of all required training required.
8. Ability to lift and carry up to 50 pounds, with or without accommodation

Preferred Qualifications:

1. Ability to communicate effectively by means of a two-way radio system telephone.
2. Experience working in a maintenance role.
3. Experience in customer service.

Compensation:

This position offers a competitive hourly wage of \$15.00 per hour and on campus summer term including the summer to fall interim. If at any time you leave or a position you will be financially responsible for the rest of the summer housing period.

I accept this position as outlined in the position description. I realize that failure to meet requirements described above may result in disciplinary action which could end my employment.

Print Name _____