

Facilities Assistant (FA)

Facilities Assistants (FA's) are primarily responsible for providing summer support to the three areas (Housekeeping, Support Services, and Maintenance) of University Housing Facilities.

Minimum Qualifications

- Have a minimum grade point average of 2.30
- Be in good standing with the Office of Student Conduct
- Be enrolled in classes for Summer 2024 or Fall 2024
- Be able to work 15-30 hours per week
- Be able to work some night and weekend shifts
- Be able to attend all mandatory trainings
- Be able to perform essential duties and responsibilities of the role
- Not engage in additional campus employment during the term of employment
- Not enroll in more than one summer class per session

Essential Duties and Responsibilities for All FAs:

- Work an average of 25-35 hours per week depending on conference, duty, and desk schedules.
- Be available to work some nights and weekends
- Develop positive relationships with summer guests including minors attending academic and sports camps, adults attending conferences and workshops, university employees, and students attending summer school
- Develop positive working relationships with fellow staff members
- Uphold the mission and values of University Housing

Specific Duties for Summer Housekeeping FAs:

- Perform cleaning and disinfecting such as sweeping, mopping, scrubbing, dusting
- Vacuuming as well as operating floor maintenance equipment, stripping and waxing floors as needed
- Keeping all work areas in a clean and orderly condition
- Working as part of a team during summer cleaning in a variety of duties as listed above, and other duties as assigned by supervisor

Specific Duties for Summer Support Services FAs:

- Ability to move up to 50 lbs. is required and to be performed with or without reasonable accommodations
- Raising, lowering, and inspecting beds
- Inspecting mattresses, desk chairs, or other items
- Moving residence hall and other furniture
- Cleaning items with a pressure washer
- Works independently and in a group at various times throughout the summer
- Other duties as assigned by supervisor

Specific Duties for Summer Maintenance FAs:

- Ability to move up to 50 lbs. is required and to be performed with or without reasonable accommodations
- Ability to work around dust, latex paint, and odors.
- Assisting with carpentry, painting, and flooring

- Measuring and calculating square footage of the area being painted and transfer to spreadsheet
- Inspecting painting and drywall work of summer contractors
- Works independently and in a group at various times throughout the summer
- Other duties as assigned by supervisor

Dates of Employment

- Start date: Monday, May 20, 2024
- End date: Friday, August 2, 2024 *with option to extend*
 - *All Employment Paperwork must be completed before the start date*

Compensation

- \$12.00 per hour, paid biweekly
- Private room on campus provided at no cost (Facilities Assistants may be assigned to shared apartments)
 - *FAs are not required to purchase a meal plan through Campus Dining.*

University Housing Mission & Values

Our Mission

Through a culture of care and inclusion, in partnership with residential students, we provide well-maintained housing and cultivate supportive, learning-centered communities.

Our Vision

We aspire to transform all residential students through a foundation of care and engagement into dynamic leaders and lifelong learners who will make a difference in their communities and throughout the world.

Our Values

- ***Caring***: We put the best interests of our students first and demonstrate compassion in our interactions with others.
- ***Inclusiveness***: We seek to give voice to the diversity of the Appalachian community.
- ***Learning***: We develop by listening, asking, reading, reflecting, and experimenting.
- ***Innovation***: We think outside the box and constantly seek to improve and stay current.
- ***Dedication***: We work hard and take the extra step to get the job done.
- ***Integrity***: We do what we say we do and make ethical decisions.

Contact

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