

Facilities Assistant (FA) - Summer 2025

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

Please note that as this is a Summer 2025 position, details are subject to change. Your early interest is greatly appreciated!

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: Thursday, May 23, 2025
- End date: Thursday, August 7 2025
 - *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 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

Dalton Akos (She/Her/Hers)

Assistant Director for Administrative Services

akosde@appstate.edu

(828) 262-2531