

Facilities Assistant Program

Job Description

About the Opportunity

The Facilities Assistant (FA) position is a 20 hour/week position that serves to support SHRL Operations. Under the supervision of the Facilities Managers, the selected candidate(s) will handle a variety of recurring weekly tasks, special projects as well as those which span the entire term of employment. Tasks will center around facilities management and conference services with a few select marketing tasks.

Why You Should Join Us

- Our FA will learn transferable skills that will last a lifetime.
- Our FA will serve the campus community by improving student housing spaces.
- Our FA will learn how SHRL supports student success, and will join in these efforts.

Key Responsibilities

- Perform general duties under the direction of the facilities manager as requested
- Participate in Student Housing and Residential Life weekly facilities meetings
- Assist with coordinating the schedule for the maintenance and cleaning of all residential spaces
- Routinely use Excel, Teams, and SharePoint to communicate information with professional staff in housing and facilities.
- Maintain accurate inventory of Guest Housing supplies at University Lofts
- Document procedures and create training materials
- Partner with the marketing team to stage and schedule photos of all residential areas and coordinate the creation of promotional videos with summer conference staff
- Participate in select residential conference activities including select check-ins/outs and new student orientation
- Perform quality assurance checks by visiting residential areas and reporting on conditions
- Perform occasional escorts of contractors and university personnel within residential facilities
- Other duties as assigned

What We're Looking For

- Dependable, punctual, and organized
- Ability to understand and follow simple oral and written directions
- Ability to walk long distances, utilize stairs, and lift moderate weight for select tasks

Preferred Qualifications

- Proficiency with Microsoft products (i.e.: Teams, Excel, Word, Outlook)
- Proficiency with Apple iPadOS