

FACILITIES ASSISTANT

Position Description

Facilities Assistant

Summer 2019

Housing Facilities

The summer Facilities Assistant (FA) is a student assistant position within the department of Housing at the University of South Alabama. The Housing Facilities team serves to support the day-to-day operations of USA Housing Facilities. The Facilities Assistant is supervised, hired, and trained by the Coordinator of Housing Facilities Services.

Duties & Responsibilities

- Escort vendors and staff throughout the residence halls.
- Serve as an on-call staff member throughout the summer semester and holiday breaks as scheduled.
- Secure residential doors as necessary.
- Conduct and document room inspections.
- Report and investigate facilities issues and cleanliness.
- Provide correspondence and messages to area staff.
- Assist with furniture and equipment moves.
- Provide basic information to parents, students, and University colleagues regarding housing.
- Assist with stocking supplies for the custodians and mechanics.
- Participate in residence hall openings, closings and special events.
- Report Central Utilities, Maintenance, Pest Control, and Laundry, etc. concerns to the appropriate office.
- Make copies and provide administrative support.
- Assist with daily key inventories and returns.
- Assist students and vendors with lock outs.
- Maintain a strict level of confidentiality.
- Assist with check-in and check-out if needed.
- Assist with equipment check-out and return.
- Required to drive a University vehicle.
- Execute other duties as assigned.

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Requirements & Qualifications

The Facilities Assistant must have a strong commitment to excellent customer service, and the ability to adapt to change as needed. This position requires strong time management skills, critical administrative skill sets, and the ability to lift a minimum of 50 pounds. The Facilities Assistant must have a 2.50 minimum cumulative GPA. Facilities Assistants may not hold additional employment in the Summer, and must be available for the entire employment period (May 6, 2019 - August 18, 2019.) Additionally, Facilities Assistants must have a completed housing contract for academic year 2019-20 upon being offered employment.

Compensation

Compensation includes a furnished room in an assigned community, unlimited laundry access, and free utilities. Hours worked will be paid at \$7.25/hr., up to 20 hours a week.

Application

To apply for this position download and complete the application online at <http://bit.ly/USAHousingJobs> . Then send your completed/printed application packet and resume to Mrs. Monica Davidson, Coordinator of Housing Facilities Services via email to madavidson@southalabama.edu.

Questions

For questions or additional information, contact Mrs. Davidson at (251) 460-7655.