



University of North Alabama

Housing & Residence Life

Summer Crew / Facilities Management Assistant Position Description

The Summer Crew / Facilities Management Assistant position is a 2/10-month, part-time position that reports directly to the Assistant Director of Housing and will assist in all areas of facility operations in university residence halls and apartments.

QUALIFICATIONS

Enrolled full-time at University of North Alabama

Preference is given to residential students (apartments or residence halls)

KNOWLEDGE AND SKILLS

- Excellent organizational skills
- Ability to consistently perform assigned shifts
- Ability to work independently and meet multiple task deadlines
- Ability to lift, push, pull, work in multiple environments (inside/outside), and perform light maintenance and custodial work (75% of position)
- Ability to establish and maintain effective student and staff relationships
- Awareness of and commitment to the mission of Housing & Residence Life and University of North Alabama

GENERAL RESPONSIBILITIES

- Cleaning: apartment units, residential rooms, bathrooms, common areas, carpet, trash and recycling, university housing grounds, storage, closets, equipment, etc.
- Organization and Facility Management: maintenance requests, common area furniture, residential area furniture, supply management, filing and archives, etc.
- Special Projects: facility openings, closings, turnovers, camps, special events, furniture repair, etc.
- Other projects and duties as assigned by supervisor.

TERMS OF EMPLOYMENT

- Enrollment: Employment is contingent upon admission and enrollment at UNA. As a condition for retention in the role, the Facilities Management Assistant must remain in good academic standing, which includes the following: 1) maintaining a minimum semester and cumulative GPA of 2.0.
- Period of employment: Facilities Management Assistants are hired for summer term (2-month) and/or academic year (10-month) with possibility for extension based upon performance. Probationary basis will conclude after one academic semester.
- Work Hours: The Graduate Assistant will work approximately 10-30 (summer) and 10-20 (fall/spring) hours per week during Monday-Friday business hours and on weekends as needed.
- Remuneration: \$7.25 per hour, 10% bookstore discount (on eligible merchandise). Summer Crew positions include summer housing scholarship.
- References and employment history will be verified prior to employment offer.