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**Department: University Student Union Position Reports to: Nights and Weekends Supervisor**

**Position Title: Building Services Student Assistant Exempt or Non-Exempt: Non-Exempt**

**Time Base: Maximum 20 hours/week**

**PURPOSE OF POSITION:**

Under general supervision, the Building Services Student Assistant is responsible for supporting facilities and operations. Other responsibilities include providing excellent customer service to all patrons and guests of the University Student Union and Clarke Field House, while serving as an ambassador of the “USU/CFH” working to increase student life, campus climate, and promote wellness throughout campus. This position may coordinate, implement, and plan projects of a varied and complex nature and foster working partnerships with several other entities on campus.

**Building Services Student Assistant**

**Position Requirements:**

* Must be continuously enrolled at least half-time during the academic year. Undergraduate students (including credential students) must be continuously enrolled for a minimum of 6 units. Graduate students must be continuously enrolled for a minimum of 4 graduate level units.
* Must maintain a 2.0 cumulative GPA
* Must have (or obtain within first three months of employment) CPR, First Aid, AED certification.
* Must be able to lift up to 50 pounds.

**Responsibilities include, but are not limited to**

* Meet with USU staff and review written directions to determine operations priorities, timelines, and tasks.
* Attend all required USU student assistant training programs.
* Complete all safety, mechanical, and related trainings, including certifications as required.
* Under supervision and direction of professional staff, completes regular inspection of electrical, mechanical, and other equipment located within the USU and CFH.
* Reports any defect and damages within the USU and CFH to the proper personnel.
* Coordinates with professional staff to determine defects and malfunctions of the USU and CFH equipment.
* Upon request works in partnership with contracted vendors within the scope of the USU and CFH.
* Completes USU and CFH building maintenance requests on an on-going basis. Requests include, but are not limited to painting, changing light bulbs, hanging pictures and shelves, repairing equipment, plumbing, and maintenance of doors and locks.
* Follow a detailed daily and evening cleaning schedule of public usage areas, access areas, restrooms, dining areas, hallways, and outdoor activities, including cleaning up spills.
* Assists with cleaning, organizing, and storing equipment related to building events.
* Performs preventative maintenance, service, and minor repairs of USU building areas and equipment
* Assists in enforcing building use policies and procedures.
* Prioritize safety and risk management at all times.
* Assists to ensure compliance with Occupation Safety and Health Administration rules (OSHA).
* Assists in other areas of the USU and CFH as needed.
* Comply with all University and USU policies and procedures.
* Related tasks as assigned

**Building Services Student Assistant** will have the opportunity to (or will be requested to) work additional hours assisting with Clarke Field House/University Student Union events.

**Responsibilities for these additional hours may include but are not limited to:**

* Assisting with room set-up/clean-up for campus events
* Operating audiovisual equipment
* Serving food or beverages for events (Must be willing to be trained in food handlers safety)

**Hourly Rate**: Starting at $10.50/hour