



OFFICE OF HOUSING & CONFERENCE SERVICES

- STUDENT POSITION:** Building Operations Specialist
- REPORTS TO:** Assistant Director, Building Operations & Conference Services
- DESCRIPTION:** The Building Operations Specialist provides support to the Housing office, building operations, & conference services staff, which includes administrative and facility related tasks. Administrative tasks include managing student lockouts, inputting computer data, and various auditing of electronic keys and programming systems. Facility related tasks include completing housing building walks and room inventory inspections to identify charges and general work orders, preparing halls for student check in and out in relation with conference services, and electronic lock updates. Other responsibilities include completing inventory checks, assisting with furniture moves and reconfigurations, and general receptionist/clerical duties, such as filing. Assistance in coverage of service desks will be expected during high traffic times.
- QUALIFICATIONS:**
- Basic computer skills required
 - Dependable attendance and good work habits
 - Ability to process detailed information in a timely manner
 - Ability to work well under pressure
 - Knowledge of residence halls and campus resources
 - General facility interest and willingness to learn, troubleshoot, and diagnose facility system related issues
 - Preferred experience living on campus and/or Housing & ResLife experience
 - Be in good academic and judicial standing with the University
 - Ability to work in buildings without elevators; stand or walk for extended periods of time
 - Willingness to perform duties that require physical activity i.e. move and/or lift objects that weigh up to 40lbs
 - Availability during summer preferred
 - Valid CA Class C driver's license or equivalent preferred
- HOURS:** **Summer Quarter:** Full-time, 20-40 hours a week based around academic classwork. Must be available June 10, 2022 – September 19, 2022 with closing and opening dates required. Training may be scheduled prior to June 10, 2022. **Fall, Winter, Spring Quarters:** 6- 20 hours a week. Must be available to work during midterms & finals weeks. Minimum shift length of 2 hours is preferred.
- COMPENSATION:** Housing: Assignment in shared double room accommodation within a summer school residence hall room from approximately June 10, 2022 – September 19, 2022. Meal plan not provided.
Wage: \$16.40 per hour beginning January 1, 2022.
- START DATE:** May 2022