

**STUDENT POSITION:** Housing Operations Specialist

**REPORTS TO:** Housing Operations Manager

**DESCRIPTION:**

The Housing Operations Specialist provides support to the Office of Housing & Conference Services' operations team by completing administrative and facility related tasks. Facility related tasks include completing housing building walks and inspections to identify maintenance issues, preparing halls for resident and conference guest move-ins, and electronic lock updates. Administrative tasks include inputting computer data, and auditing of various electronic key and programming systems. Additional responsibilities, such as inventory checks, assisting with furniture moves and reconfigurations, and general clerical duties will be assigned as needed. Coverage of service desks will be expected during high traffic times, such as welcome week.

**QUALIFICATIONS:**

- Availability during summer required
- Good academic and judicial standing with the University
- Basic computer skills required
- Dependable attendance and good work ethic
- Ability to process detailed information in a timely manner
- Ability to work well under pressure and effectively problem solve
- Strong communication and customer service skills
- Knowledge of residence halls and campus resources; Experience living on campus preferred
- General facility interest and willingness to learn, troubleshoot, and diagnose facility and system related issues
- Ability to work in buildings without elevators; stand or walk for extended periods of time
- Willingness to perform duties that require prolonged physical activity (i.e. move and/or lift objects that weigh up to 40lbs)
- Ability to work with tools and equipment
- Valid CA Class C driver's license or equivalent preferred

**HOURS:** *This role operates during standard business hours, 8:00 AM - 5:00 PM, Monday-Friday, with limited weekends during peak periods required.*

**Summer Quarter:** 20-40 hours a week based around academic classwork. Must be available June 13, 2025 - September 21, 2025 with closing and opening dates required. Training will begin Spring quarter 2025.

**Fall, Winter, & Spring Quarters:** 6-19 hours a week. Must be available to work during midterms & finals weeks. Minimum shift length of 2 hours.

**COMPENSATION:** Wage \$18.20 per hour

Summer Housing Optional: Assignment in shared double room accommodation within a summer school residence hall through Summer 2025. Meal plan not provided.

**START DATE:** May 2025