

Housing Services Assistant Job Description

(3 positions)

GENERAL INFORMATION:

Housing Services Assistants will be hired to work with the Area Supervisors for North Village and the Residence Halls. The Assistants will report directly to the Area Supervisors and be available to provide support as the staff prepares for visiting summer groups and for the opening of school in the fall. **Potential candidates for the position must be available for full-time work (at least 40 hours per week) beginning Monday, May 10, 2010 through Friday, August 13, 2010.** Candidates must have flexible schedules and be available for weekend work.

SPECIFIC DUTIES:

1. Handle various custodial tasks such as, but not limited to, the following: cleaning bathrooms, sweeping, mopping, trash removal from within and outside of residential areas, cleaning appliances and washing windows.
2. Assists in all aspects of preparing buildings for the arrival of summer groups which includes distributing shower curtains, linens, trash cans, and performing other tasks as needed.
3. Assess, report and handle (when possible) any maintenance needs.
4. Performing other tasks, to include patching and painting, to help insure that the apartments are ready for the opening of school in the fall.

COMPENSATION:

The pay rate for a Housing Services Assistant is \$7.25 per hour. Housing is provided.