



## OFFICE OF HOUSING & CONFERENCE SERVICES

**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 facility related and administrative tasks. Facility related tasks include completing housing building walks and inspections to identify charges and 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:

- 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 and effectively problem solve
- Strong communication and customer service skills
- Knowledge of residence halls and campus resources
- 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
- Availability during summer required
- Ability to work with tools and equipment
- Valid CA Class C driver's license or equivalent preferred
- Good academic and judicial standing with the University
- Preferred experience living on campus

### HOURS:

**Summer Quarter:** Full-time, 20-40 hours a week based around academic classwork. Must be available June 16, 2024 - September 22, 2024 with closing and opening dates required. Training will begin Spring quarter 2024.

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

**Office of Housing & Conference Services business hours:** 8am-5pm, Monday-Friday.

**COMPENSATION:** Wage \$17.75 per hour

Summer Housing: Assignment in shared double room accommodation within a summer school residence hall through Summer 2024. Meal plan not provided. Summer housing optional.

**START DATE:** May 2024