



OFFICE OF HOUSING & CONFERENCE SERVICES

STUDENT POSITION:	Building Operations Specialist
REPORTS TO:	Assistant Director, Building Operations & Conference Services
DESCRIPTION:	<p>The Building Operations Specialist provides support to the Office of Housing & Conference Services building operations team by completing administrative and facility related tasks. Administrative tasks include 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, and additional responsibilities as needed. Assistance in coverage of service desks will be expected during high traffic times.</p>
QUALIFICATIONS:	<ul style="list-style-type: none">Basic computer skills requiredDependable attendance and good work habitsAbility to process detailed information in a timely mannerAbility to work well under pressureKnowledge of residence halls and campus resourcesGeneral facility interest and willingness to learn, troubleshoot, and diagnose facility system related issuesPreferred Housing & Residence Life experience and/or living on campusBe in good academic and judicial standing with the UniversityAbility to work in buildings without elevators; stand or walk for extended periods of timeWillingness to perform duties that require physical activity i.e. move and/or lift objects that weigh up to 40lbsAvailability during summer preferredValid CA Class C driver's license or equivalent preferred
HOURS:	<p>Summer Quarter: Full-time, 20-40 hours a week based around academic classwork. Must be available June 16, 2022 – September 17, 2023 with closing and opening dates required. Training may be scheduled prior to June 16, 2023.</p> <p>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.</p>
COMPENSATION:	<p>Wage: \$17.20 per hour beginning January 1, 2023.</p> <p>Summer Housing: Assignment in shared double room accommodation within a summer school residence hall room from approximately June 18, 2022 – September 7, 2023. Meal plan not provided.</p>
START DATE:	May 2023