Facilities Services – Maintenance & Operations

**College Work Study Office Clerk**

**Job Summary:** Assist full time personnel in routine duties of office operation including: Phone answering, reception duties, filing, copying, data processing and typing

**Responsibilities:**
- Answer phones and greet visitors
- Take messages and distribute appropriately
- Direct visitors and phone calls to appropriate people
- Provide routine information
- Filing
- Monitor “copy” folder, making appropriate copies and distributes copies
- Input completed work order information into computer and close completed work orders
- Sort and distribute mail
- Distribute work orders to proper managers
- Type letters, memos, correspondence and statistical data utilizing typewriters, word processing and/or computer spread sheets
- Perform other related and unrelated duties as required
- Comply with departmental and college policies and procedures

**Qualifications:** Organizational and communication skills. Typing, word processing and keypunching skills beneficial.

**College Work Study Stockroom Clerk**

**Job Summary:** Assist full time personnel in routine duties of stockroom and warehouse duties; including record keeping, receipt and distribution of materials, stocking of shelves, expediting and phone answering.

**Job Responsibilities:**
- Record receiving and distribution transactions as required by warehouseman.
- Receive and distribute materials.
- Assist expeditor in delivery of supplies to campus buildings.
- Stock shelves with inventory items as received.
- Answer warehouse phone and relay messages.
- In emergencies, pick up materials from vendors and deliver to workers at job site.
- Perform other related and unrelated duties as required.
- Comply with departmental and college policies and procedures.

**Qualifications:** Organizational and communication skills. Must be able to bend, lift, and twist. Physically able to navigate around stockroom and storage areas. Have valid Drivers License.

**College Work Study Groundsman**

**Job Summary:** Perform general labor tasks related to Grounds Maintenance

**Job Responsibilities:**
- Assist grounds equipment operator to complete jobs such as: hauling brush, weeding, planting flowers, blacktop work, moving furniture, and loading/unloading trucks.
- Rake leaves, shovel snow, sweep sidewalks and roadways.
- Operate weedeaters, sidewalk edgers and power blowers.
- Perform other related and unrelated duties as required.
- Comply with departmental and college policies and procedures.

**Qualifications:** Organizational and communication skills. Must be able to bend, lift and twist.

**College Work Study Assistant Trucker**

**Job Summary:** Assist in the pickup and delivery of certain materials throughout the campus. Perform setups and breakdowns in appropriate buildings
**Job Responsibilities:**

- Deliver cartons of paper, books, magazines, etc. throughout campus.
- Pick up and deliver output for the Computer Center.
- Pick up and deliver bulk mailing to the Post Office.
- Remove broken bed frames, mattresses, chairs, couches, etc. from residence halls.
- Participate in setups and breakdowns involving chairs, tables and other furnishing.
- Move furniture around or out of offices using refrigerator carts, dollies, etc.
- Perform other related and unrelated duties as required.
- Comply with departmental and college policies and procedures.

**Qualifications:** Organizational and communication skills. Must be able to bend, lift, and twist. Have valid Drivers License.