

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 weed eaters, 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.