Facilities Student Assistant
Period of Employment: August 10, 2021 through May 31, 2022

DEPARTMENT SUMMARY
Housing and Residential Engagement at Cal State Fullerton provides a safe and secure, on campus housing option for students. This position serves a critical role in providing excellent customer service to both residents and guests while ensuring the safety and security of our community.

POSITION SUMMARY
The Facilities Student Assistant (FSA), under the leadership of the Associate Director, Facilities Operations, will assist with the housing facilities operations team. This will include a variety of work assignments including but not limited to:

- Light grounds keeping
- Minor plumbing repairs and tasks
- Minor lighting replacement
- Miscellaneous door lock repairs
- Touch-up painting
- Occasional custodial related tasks
- Moving of furniture and equipment
- Trash and litter removal
- Assisting the Building Service Engineer, Facilities Maintenance Mechanic, Groundsworker, Lead Custodian and Custodian

SPECIAL REQUIREMENTS
- Must have experience in utilizing hand tools
- Must be able to lift a minimum of 30lbs.

WORK HOURS
Approximately 15-20 hours per week, Monday through Friday. On occasion special housing and campus events.

MINIMUM QUALIFICATIONS
- Must have at the time of hire, and maintain, the following requirements:
  - An overall Cal State Fullerton GPA of 2.5 or higher and a minimum semester GPA of 2.25
  - No current or pending disciplinary sanctions in Housing and Residential Engagement
  - Current enrollment, good academic and judicial standing at Cal State Fullerton
  - Successfully complete a background check

COMPENSATION
$14.00 per hour, approximately 15-20 hours per week.

COVID-19 AND HRE EMPLOYMENT
All dates and work shifts listed in this position description are subject to change in coordination with recommendations from our local and state health authorities and due to the ever-changing needs of our department and residents. Staff will be notified as soon as possible to any changes of schedule or position end dates.

March 3, 2021