Facilities Student Clerk II

The Office of Housing and Residence Life (HRL) at the University of Texas at San Antonio (UTSA) employs a staff of students as Facilities Student Clerk II’s during the academic year and summer. The Facilities Student Clerk’s primary mission is to assist the full time HRL Facilities staff in performing routine maintenance and custodial work. The Facilities Student Clerk is a critical position within HRL Facilities as they are responsible for providing detailed work documentation including, but not limited to: Understanding and ability to identify maintenance and custodial issues within student housing areas, and understanding the level of cleaning standards expected by Housing Facilities. In addition, Facilities Student Clerks are to adhere to all policies and procedures of campus housing, the Division of Student Affairs and The University of Texas at San Antonio.

Position Responsibilities

- Perform routine maintenance work in residence halls, apartments, neighborhood and city centers which includes but is not limited to:
  - Lifting/Moving Furniture, Misc. Items up to 50 lbs with or without accommodations
  - Minor Repairs to Bathroom, Kitchen and Window Fixtures
  - Painting and Light Bulb Replacement
  - Minor Carpentry Repair
  - HVAC Filter Replacement
  - Smoke Detector Battery Replacement
  - Minor Door Lock and Hinge Repairs
  - Inventory Control Counts
- Perform routine and scheduled preventative maintenance which includes scheduled walkthroughs and inspections of residential units.
- Perform routine custodial work in residence halls, apartments, neighborhood and city centers which includes but is not limited to:
  - Dusting
  - Floor Care, not limited to: Scrubbing, Waxing, Buffing, Vacuuming, etc.
  - Indoor and Outdoor Window Cleaning
  - Sidewalk and Stairway Power Washing
  - Trash Pick Up
  - Tree Watering
  - Residential Baseboard Cleaning
  - Paper Product Replenishment
  - Lifting/Moving Equipment, Misc. Items up to 50 lbs with or without accommodations
- Assist Maintenance Technicians and Building Attendants with various cleaning and repair projects
- Communicate the status of jobs that are assigned daily as to the completeness of the task
- Present professional appearance and attitude at all times and maintain a high level of customer service
- Other duties as assigned by the Administrative Associate II of Facilities
Qualifications and Requirements

- Applicant must be a UTSA student enrolled full time for the Fall 2016 Semester
- Must be in good standing with Student Conduct and Community Standards
- Must be in good academic standing requiring a 2.5 or higher institutional GPA for the last two semesters.
- Must demonstrate excellent customer service skills and be a self motivator
- Must be available to work 19-38 hours per week
- Must be able to work outdoors in all weather conditions
- Must be able to lift at least 50 lbs with or without accommodations
- Must be able to climb up and down up to four flights of stairs
- Computer skills in word processing, spreadsheet and email
- Committed to successful teamwork with the entire housing staff
- Must pass Criminal Background Check
- Demonstrate the ability to work under time constraints with scheduled deadlines
- Maintenance and/or Custodial knowledge and experience is recommended but not required (Training will be provided)

Work Schedule/Hours

- Monday thru Friday – 8:00 AM – 5:00 PM
- 19-38 Hours/Week

Security Sensitive

- Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

- Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies and procedures are complied with, to include all University and Housing and Residence Life policies.

Apply

- Print and complete online application: 
- Email completed application to Amy Fritz at amy.fritz@utsa.edu or deliver to Chaparral Village Front Office CV 17.101M.
- For questions or application help contact Amy Fritz at (210) 458-6833 or at the email address listed above.