Facility Operations Assistant

The University Center is committed to ensuring our employees are trained and prepared to perform their assigned tasks with courtesy and urgency at the heart of student life. UC staff must exemplify the UC mission, vision and values by being professional, courteous, positive and ethical in every interaction and task. Hiring priority will be given to students who fit the UC Customer Service standards. The University Center is looking for applicants that are creative, motivated, and excited to develop their skills and strengths.

Position Summary
The Student Operations Assistant position assists with maintenance and upkeep of the University Center. Primary responsibilities include custodial services and maintenance projects to include cleaning, sweeping, mopping, dusting, patching and painting, changing out light bulbs and other projects.

Minimum Qualifications
• Enrolled in a full-time degree seeking program at UTSA with a minimum overall GPA of 2.0
• Exceptional customer service skills
• Ability and willingness to climb ladders, use basic tools, such as hammers, drills, screwdrivers, etc.
• Ability to lift at least up to 30lbs either individually or with assistance

Position Responsibilities
• Present at required University Center orientations, trainings, and other student workshops and events.
• Perform basic custodial services including cleaning, sweeping, mopping, and dusting
• Replenish soap and paper products in restrooms
• Empty and remove trash from receptacles when needed
• Clean rooms, hallways, and furniture as instructed
• Perform basic maintenance tasks as assigned. These may include, patching and painting, changing light bulbs, simple repairs to equipment, and other designated tasks
• Perform room and facility checks as assigned
• Perform other duties as assigned

Expectations
• Ability to work with limited supervision
• Model appropriate behavior at all times, including on-line communities
• Work well with a diverse group and with team approach
• Ability to work in a fast paced environment
• Attend all staff meetings and educational trainings
• Maintain regular and frequent communication with the Assistant Director assigned supervisor
Facility Operations Assistant

**Schedule**

- Students may work a maximum of 19 hours per week (15 hours average). Shifts may include day, evening and weekend hours.
- Students are expected to work their scheduled shift, arrive on time, and be responsible for monitoring appropriate use of time.