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09-Sep-2024

**Facilities Specialist: Tempe (FWS Eligible)**

Student Worker I

104400BR

**Job Description**

University Housing is currently seeking student employees to fill our **Facilities Specialist** position at **ASU Tempe** Campus. The Facilities Specialist position will work within University Housing facilities that are either ASU-Owned and/or ACC owned buildings to ensure the facilities are in a state of readiness to enhance the student experience. This position will serve as part of the overall residence community by providing customer service to each and every community member. This position will report directly to professional staff within ASU Housing Facilities. This position will require assistance after resident spring move-out and prior to fall move-in.

**Student Recruitment Type**

Student Hire Hourly

**Campus/Location**

Campus: Tempe

**Department Name**

UH Facilities

**Full-Time/Part-Time**

Part-Time

**VP Code**

EDUC OUTRCH & STDT SVCS

**Scope of Search**

Open

**Grant Funded Position**

This is not a grant funded position and is not contingent on future grant funding.

**Salary Range**

\$14.35 per hour

**Close Date**

12-September-2024 is the initial close date; applications will continue to be accepted and reviewed every week until the search is closed.

## Essential Duties

- Serve as a resource for students regarding the hall community and the greater campus community.
- Role model exceptional Sun Devil Service Standards.
- Complete all duties as assigned by University Housing professional staff.
- Escort vendors and special guests throughout the community
- Walking communities (Sonora, Adelphi, Center, McClintock, University Towers, San Palo East & West, and Palo Verde East & West) thoroughly.
- Make notes of issues and possible issues that may be brought up from vandalism to a broken sign with possible wire hanging out
- Report issues such as hallway trash, broken signs, wall damage, and unclaimed property in common areas.
- Report unclaimed clothes in the laundry rooms or out of service machines.
- Check the sanitary conditions in the Lounges, community kitchens etc.

## Minimum Qualifications

Little or no training or experience is required.

## Desired Qualifications

Be in good standing with University Housing, and Student Rights and Responsibilities.

Availability to work weekends, openings/closings, and university breaks/holidays.

- Must possess basic computer skills.
- Demonstrated ability to work with diverse populations.
- Available to work at least 15 hours per week.
- Possess excellent verbal and written communication skills, exceptional phone etiquette, and a desire to learn/ask questions.
- Previous experience with customer service and the ability to work on a team.
- Experience at ASU and knowledge of campus resources.

## Working Environment

- Work both inside and outside of residential facilities throughout the year, to include summer heat
- Walking to/from residential facilities, as well as up/down stairs

- Access and reach situations where issues may arise (i.e. student rooms, bathrooms, hallways, stairwells, elevators, common spaces, laundry rooms, courtyards, and surrounding grounds to include fuse and recycling compactors/receptacles, bicycle parking, designated sport areas, etc.). This list is not all inclusive.
- Visually assess the community, surroundings, and situations that occur
- Use and operate keys, computer systems, telephones, digital cameras, elevators
- Lift up to 25 pounds, push and/or pull 50 pounds which may include movement, loading/unloading of furniture, boxes and mattresses
- Employee may be exposed to equipment noise in mechanical spaces, as well as strong odors when investigating reported issues in residential facilities.

### **Department Statement**

University Housing strives to be a global leader in university student housing - building dynamic, innovative, and inclusive Residential Colleges that foster academic and personal success, empower students to create social value and lasting impacts, facilitate connection to the broader community, and support individual student persistence. ASU University Housing houses over 18,000+ students at four campus locations in Maricopa County. In support of the University's philosophy of access, excellence, and impact, University Housing promotes academic success and student learning, supports the development of community among our residents, provides student-centered processes and services, and develops and maintains quality accommodations

### **ASU Statement**

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 100,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit <https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco>

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other basis protected by law.

### **Notice of Availability of the ASU Annual Security and Fire Safety Report**

In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU's Annual Security and Fire Safety Report is available online at <https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf>. You may request a hard copy of the report by contacting the ASU PD at 480-965-3456.

Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit <https://cfo.asu.edu/az-resources>.

### Background Check Statement

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

### Instructions to Apply

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.

**IMPORTANT NOTE:** What is the meaning of “equivalent combination” in the minimum qualifications? It means one year of higher education or 24 credit hours, is equal to one year of experience. For example, a four year Bachelor’s degree is equal to four years of experience.

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