

FACILITIES MAINTENANCE

POSITION: Facilities Maintenance Work Study
DIVISION: Business Service
DEPARTMENT: Maintenance
BUILDING: T-Building
CAMPUS: Main Campus

FWS SUPERVISOR: Stacie Pope
DIRECTOR: Danny Cazelle
VICE PRESIDENT: Giles Brown
PHONE NUMBER: 903.463.8640

HOURS per WEEK: 19

HOURS PREFERRED: 8:00am-4:00pm

JOB DUTIES:

- Assist with office duties such as copies, faxes, mail, shredding, and filing
- Assist with simple correspondence, tasks, and journal entry logs using Microsoft suite
- Assist with running errands on campus such as delivering paperwork to business office, delivery
- Assist with assigning vehicles and maintaining mileage logs
- Assist with shipping, receiving and the delivery of packages, if needed
- Assist with moving furniture and offices appliances, if needed

SOFTWARE: Microsoft suite

SKILLS: Customer service skills, dependability is essential, maintain confidentiality, professional & friendly attitude, know that maintenance experience is not required

SPECIAL NEEDS: Must be able to lift 50lbs.
Must have a valid Driver's License

INFORMATION: To ensure adequate coverage throughout the day, work study hours are assigned by the director/supervisor. The work schedule is constructed in conjunction with student's schedule and the hours of operation. Students are responsible for notifying their supervisors when they expect to be late or absent.

ing keys to HR, etc