

## PART TIME STUDENT MAINTENANCE WORKER

The maintenance worker is responsible to provide support to the full time student maintenance person as well as learn aspects of the job with the thought that they may be offered a full time position in the future.

### Work Schedule:

- Approximately 10 hours/week during the school year.
- Maintenance hours and schedule can be negotiated during Spring Break.

### Daily duties:

- Check vacuums and mops at the desk.
- Replace mop heads as needed.
- Change vacuum bags- unplug vacuums.
- Look at maintenance list at the housing office and complete reported room maintenance in a timely fashion (1-2 days if possible).
- Work on "major projects" list as time allows (this may mean storage rooms, replacing items, etc.).
- Check in with Ops Manager in the housing office to see if any items need picked up or delivered.
- Keep all storage rooms and the back maintenance room neat and organized.
- Throw away all debris and garbage.
- Keep tools and supplies organized and neatly stored.
- Other duties as assigned by the directors, Operations Manager, or Assistant Director of Housing.

### Break duties:

- Complete break project list compiled by the Hall Directors, Ops Manager, and Assistant Director.
- Complete room maintenance of students leaving or switching rooms.
- Complete inspections of all common areas of the building.
- Assist with spraying rooms.

### Other notes:

- Keep the master keys locked at all times-except when in use.
- Report any maintenance that you cannot fix that needs to be turned in to facility services to the director of the hall that the item is in.
- Report daily concerns, questions, etc. to the director of the hall.
- Specific items may need to be ordered through the housing office, minor items may be purchased at Ace. Larger items need to be brought to Jeannie for approval or review.
- At times you may come in contact with information at the desk or in the course of your duties regarding student discipline situations, please work directly with the hall director and maintain confidentiality at all times.

### MINIMUM REQUIREMENTS OF THE RA POSITION:

- 2.5 GPA
- Must have lived in a residence hall for at least one semester
- Hired with potential for Summer and Fall 2012 employment
- Free of any disciplinary sanctions imposed through the University student conduct system at the time of appointment
- Good financial standing with the University
- General knowledge of tools and procedures related to fixing maintenance issues

### SEMESTERLY COMPENSATION

- Hourly Rate of \$7.75-10.00
- \$300 on General Account (U-Card)



## Montana State University Billings Housing and Residence Life Part Time Student Maintenance Application

The application materials include 4 sections which all must be thoroughly completed and submitted by the due date. Application materials must be TYPED. The application form is available on-line at [www.msubillings.edu/reslife](http://www.msubillings.edu/reslife) and can be completed on-line and printed.

**All application materials are due to the Office of Housing and Residence Life, SUB 221 by Monday, January 30, 2012 by 5:00pm.**

- Complete the application form and sign.
  
- Obtain 1 letter of recommendation.
  
- Submit a letter of intent that addresses the following points:
  - Why are you interested in the maintenance worker position?
  - Why do you feel you are qualified for the maintenance position?
  - What do you hope to contribute to the residence life program at MSU Billings?
  
- Submit a resume that addresses the following points:
  - Previous work experience that would contribute to the maintenance position. Please include job titles and dates of previous work experience you have established.
  - Involvement in extracurricular activities
  
- Candidates who meet the qualifications and have submitted a completed application will be contacted for an interview.

Thank you for your interest in the maintenance position, if you have any further questions, please feel free to contact the Office of Housing and Residence Life at 657-2333 or email us at [housing@msubillings.edu](mailto:housing@msubillings.edu).



# Montana State University Billings Housing and Residence Life Part Time Student Maintenance Application

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Current Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Permanent Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Academic Major(s): \_\_\_\_\_

Grade Point Average (last semester): \_\_\_\_\_ Cumulative: \_\_\_\_\_  
(Must have a 2.5 cumulative GPA)

Class: FR  SO  JR  SR  GR  Credit Hours completed to date: \_\_\_\_\_

How many semesters have you lived in the Residence Halls? \_\_\_\_\_

If not at MSU Billings, then where? \_\_\_\_\_

**Please list the names and addresses of two (2) persons other than students or relatives who we can contact as references for you. If possible, please list at least one on-campus reference.**

1. \_\_\_\_\_  
Name Position Address Phone

2. \_\_\_\_\_  
Name Position Address Phone

I hereby authorize Montana State University Billings to make inquiries with any or all of my former employers concerning my record. I hereby certify that this application is true and complete. I am aware that any falsification or misrepresentation may disqualify me from any employment with Montana State University Billings.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*