

POSITION DESCRIPTION

Version 2025.04.10

POSITION TITLE: Student Maintenance Assistant

CLASSIFICATION: Student Housing Stipend and Federal Work Study

DEPARTMENT: Residence Life and Physical Plant

REPORTS TO: Administrative Assistant for Physical Plant/ Resident Director of Residential building

POSITION SUMMARY: The Student Maintenance Assistant (SMA) will assist with routine preventative maintenance and basic maintenance support in residential buildings. Responsibilities include addressing minor repair needs, conducting routine maintenance, and supporting Residence Life staff in maintaining functional and safe residential spaces. The general responsibilities of the position include those listed below, but the Office of Residence Life or Physical Plant Services may identify other responsibilities of the position to ensure an equitable workload.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Routine Maintenance
 - Change HVAC filters on a scheduled basis.
 - Perform visual inspections of residential fixtures (e.g., faucets, ceiling tiles, light covers) for signs of wear or issues.
 - Identify and report potential maintenance concerns before they become urgent.
 - Follow all safety procedures when handling tools, equipment, or accessing mechanical areas.
- Resident Support Tasks
 - Respond to non-urgent residential maintenance concerns (e.g., unclogging toilets, tightening fixtures, changing light bulbs).
 - Communicate clearly and promptly with Residence Life and Physical Plant regarding work performed and unresolved issues.
 - Adhere to training and access protocols to ensure resident privacy and building security.
- May perform other duties within the scope of the position as assigned.

REQUIRED QUALIFICATIONS:

- Must be a residential student.
- Must qualify for Federal Work-Study and Residence Assistant Housing Scholarship
- No previous experience is required.

WORK HOURS/CONDITIONS:

- Approximately 6 hours per week, with potential increase based on FWS eligibility (up to \$2,000 total per semester)
- May include both daytime and evening shifts.
- Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus, with or without corrective lenses.
- Significant walking or other means of mobility.
- Ability to reach, bend, stoop, push and/or pull, and frequently lift to 35 pounds and occasionally lift/move 40 pounds.

RENUMERATION:

- \$2,000 per semester via Federal Work-Study (based on eligibility)
- \$500 per semester Residence Assistant Housing Scholarship (RAHS)

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the job requirements, responsibilities, and expectations outlined in the job description provided for my position. I attest that I can perform the essential job functions as outlined with or without any reasonable accommodations.

Print Name

Signature

Date