JOB DESCRIPTION

TITLE

Housing Facilities Support Assistant

JOB SUMMARY

The Housing Facilities Support Assistant is responsible for assisting the Assistant Director for Housing Facilities with the daily operations to include record keeping, maintenance needs and work orders. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policy & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Assistant Director for Housing Facilities

Supervises: May supervise Student Assistants

ESSENTIAL DUTIES - May include, but not limited to the following:

- Maintains records, reports on status of work orders and monthly customer services follow-ups.
- Works as part of a team to assist with furniture and bed requests including raising/lowering, bunking and lofting of residential beds.
- Assists with basic maintenance needs such as light bulb changes and troubleshooting repair requests and appliance replacements.
- Assists on-site with furniture relocation and installs.
- Assists with space set ups and breakdowns.
- Serves as escort as needed for subcontractors.
- Maintains documentation for Select Property furnishings.
- May be involved in periodic maintenance inspections of residential facilities for safety hazards and maintenance concerns.
- Assists as supervisor for Summer Camps and Conferences coordinating cleaning schedule. May also require some cleaning activities.
- Coordinates the “Green Room Certification” Program for sustainability.
ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

High school diploma or equivalent required.

EXPERIENCE

Six months of experience with residential facilities or other directly relevant work experience.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Must be detail oriented and able to communicate effectively both verbally and in writing.
- Must be comfortable communicating with student, staff and vendors.
- Must have flexible schedule to work weekend, holidays and as needed. Ability to work during summers and breaks periods if preferred.
- Working knowledge of office practices and methods.
- Ability to use a personal computer and other office equipment, including university related software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.
WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: ________________________ Date: ________________  
Employee Printed Name: _______________________

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.