



Housing and Residential Education

## **Summer Facilities Assistant**

### **Position Description**

Housing and Residential Education

UW-Green Bay

### **Position Summary Statement:**

The Summer Facilities Assistant serves Housing and Residential Education by working as part of the maintenance team to complete summer projects, complete work orders, and prepare buildings, apartments, and rooms for summer and fall arrivals. Additional duties include: Furniture moves, light custodial, inventory and other projects as needed. Additional duties will be assigned based on work load.

Work hours for the summer months will be full-time and may include some weekend, evening and Holiday with advanced notice. You will be given two paid 15-minute breaks, one in the morning and one in the afternoon. You will have a 30-minute unpaid lunch period.

Summer Facilities Assistants will serve as part of an on-duty team to cover evening facilities and custodial related calls and complete a set of rounds through all residential buildings on a rotating basis including weekends and holidays.

Summer Facilities Assistants are required to live on campus and housing is included as part of compensation. Student Staff will be required to pay the \$75 application fee for the summer contact.

**Work Hour Requirements:** All student employees are expected to work for the entire summer. Required hours are Monday through Friday 8:00am to 4:30pm daily.

Limited vacation will be permitted on a first come first serve basis, not to exceed two weeks during the summer term.

Vacation is not permitted in the first or last two weeks of employment, which are May 18 to May 29 and August 17 to August 28.

Dates of employment: May 15, 2026 – September 1, 2026

### **Maintenance Responsibilities:**

1. Work independently or as a part of a small team to complete assigned maintenance projects or work orders.
2. Assist Facilities Technicians and HVAC Mechanic to complete projects.
3. Complete full building inspections and perform needed repairs to prepare buildings for summer and fall residents. Training will be provided.
4. Serve as part of a duty team to respond to maintenance and custodial related calls between 4:00pm and 10:00pm nightly on a rotating basis partnered with the summer student custodians, student maintenance workers, and student custodial leads.

**Additional Responsibilities:**

1. Light custodial, furniture moves and other projects as assigned.
2. Inventory equipment, supplies and parts for state reporting.
3. Accompany contractor and assist them as needed in occupied and unoccupied spaces.

**Miscellaneous Responsibilities:**

1. Keep supervisor updated on daily progress of cleaning and other projects as assigned.
2. Act as a positive representative of Housing and Residential Education and the University.
3. Assist with other duties as assigned.

**Required Qualifications:**

1. Ability to work independently with high level of attention to detail, organizational skills, exercise sound judgement, and commitment to working as a team.
2. Availability, up to 40 hours per week, during regular business hours (8:00am-4:30pm)
3. Attendance at all training sessions is mandatory.
4. Strong interpersonal communication and customer service skills.
5. Maintain student status with a minimum of 2.0 GPA, semester and cumulative. Student staff members who drop below the 2.0 minimum standard for semester or cumulative, may be released from their position or placed on employment probation.
6. Must be in good disciplinary standing with the University. Candidates currently on probation through the Dean of Students Office may not be considered.
7. Satisfactory criminal background check and completion of all required hiring paperwork is required.
8. Ability to lift and carry up to 50 pounds, with or without accommodation.

**Preferred Qualifications:**

1. Ability to communicate effectively by means of a two-way radio system (as needed) and by telephone.
2. Experience working in a maintenance role.
3. Experience in customer service.

**Compensation:**

This position offers a competitive hourly wage of \$15.00 per hour and on campus housing for the summer term including the summer to fall interim. If at any time you leave or are terminated from this position you will be financially responsible for the rest of the summer housing contract and interim period.

I accept this position as outlined in the position description. I realize that failure to meet the job requirements described above may result in disciplinary action which could including termination of my employment.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date