

WEBSTER UNIVERSITY HOUSING AND RESIDENTIAL LIFE
SUMMER WVA MAINTENANCE ASSISTANT (MA) JOB DESCRIPTION

QUALIFICATIONS

- Be a full-time student of Webster University during the academic year. You are not required to be enrolled in summer classes. Students that graduate in May 2012 are not eligible.
- Demonstrate an ability to initiate various tasks and a willingness to accept responsibility.
- Display an enthusiastic and positive attitude about on-campus housing.
- Must be reliable, flexible, and punctual.
- Maintain a professional, neat appearance and a positive demeanor.
- Be able to move furniture and equipment (with assistance).
- Must uphold and abide by all Residential Life, University, federal, state and local regulations and policies.
- Must attend staff training in May, in addition to required meetings throughout the summer.
- During the summer, you must live on campus in the Webster Village Apartments.

RESPONSIBILITIES

MAs work approximately 20 hours per week, in addition to on-call responsibilities. They work under the supervision of the Maintenance Supervisor assisting as directed to maintain a student housing facility. The facility includes the following components: offices, resident rooms, laundry facilities, swimming pool, parking areas, and clubhouse. Tasks include but are not limited to:

- Paint, clean, and conduct general turnover of apartments.
- Complete outside landscape projects.
- Collect trash around the complex.
- Clean, vacuum, and collect trash in the offices and clubhouse.
- Set space for conference guests.
- Organize, launder, and place linens for conference groups.
- Move furniture to wax, paint, and clean resident rooms.
- Process and track maintenance work orders.
- Conduct room assessments and document findings on Unit Condition Reports.
- Participate in the MA on-call rotation.
- Understand protocol and respond appropriately when maintenance emergencies arise within the apartments (e.g. overflowing toilet).

ACCOUNTABILITY AND TERMINATION

- MAs are directly supervised by the WVA Maintenance Supervisor and the Community Director of the WVA and Maria Hall.
- Staff members who fail to meet the minimum requirements of the position will be taken through the Corrective Counseling process.

REMUNERATION

- Compensated housing in a shared 4-bed apartment for the duration of employment (see contract dates below).
- MAs work approximately 20 hours per week as assigned by the supervisor, in addition to on-call responsibilities. If a staff member fails to work the required hours per week and does not make up for the time, he/she will be charged for housing for the appropriate time period during which work was not completed as required.

CONTRACT DATES

Summer 2012

- Start date: Monday, May 14, 2012
- Summer All-Staff Meeting: Monday, May 14, 2012, at 12pm
- Training and additional meetings will be scheduled after staff is hired
- End date: Tuesday, August 14, 2012

Questions? Contact Katie Knetzer, Assistant Director for Housing, at mccombka@webster.edu or 314-246-2031.