STUDENT ASSISTANT JOB OPPORTUNITY
Maintenance Aide
Student Assistant Level I

Hourly Rate: $11.00 - $12.00 per hour; non-exempt classification

Work Schedule: Up to 20 hours per week as developed with the Building Operations Manager

Training Period: Two months, with possibility of extension.

General Statement:
The Maintenance Aide assists the Building Operations Department in the general upkeep, repair, and maintenance of the University-Student Union facility.

Specific Duties and Responsibilities:

- Performs basic tasks (non-skilled) in the fields of carpentry, ceiling tile repair, wall repair, framing, demolition, and interior construction/repair work;
- Performs minor repairs on plumbing systems;
- Performs minor electrical repairs on circuits, small appliances and audio-visual equipment;
- General knowledge in installation of surface conduit, wire pulling, fixtures trouble shooting;
- Performs minor repairs to doors, locks, safety and security hardware, cabinets, office furniture, etc;
- Performs set-ups and take-downs of tables, seating and equipment as needed;
- Performs other duties as assigned.

Required Qualifications:

- Willingness to work with an ethnically diverse and culturally pluralistic student body and staff;
- Ability to lift a minimum of 70 pounds;
- Proven organizational, interpersonal, and communication skills;
- Knowledge in proper use, care, operation, and safety procedures of power hand tools, saws, grinders, drills, etc.;
- Mechanical aptitude and background in at least one of the maintenance fields;
- Computer experience preferred;

Closing Date: Review of applications will begin on Friday, August, 2018 and continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. You may print an application from our website: www.calstatela.edu/usu/employment or visit our Administration Office in U-SU Room 306. A completed application is required.