

# California State University, Fresno Association, Inc.

## BUILDING MAINTENANCE STUDENT ASSISTANT – UNIVERSITY STUDENT UNION JOB ANNOUNCEMENT #21-198

<b>POSITION SUMMARY:</b>	<b>Student, non-benefited position for the California State University, Fresno Association – University Student Union.</b> This position will work under the direct supervision of the Building Maintenance Supervisor to aid in the overall operation, maintenance and repair of the University Student Union and Satellite Student Union facilities. Duties include, but not limited to, assisting in the daily upkeep of facility lighting, structure, lane and pinsetter maintenance, and overall facility housekeeping. Occasional custodial-related tasks may also be required of the position. This position will work a maximum of 20 hours per week.
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p>Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Assist with daily inspection and upkeep of facility lighting, completes routine lighting upkeep as needed, and assists the Building Maintenance Technician with light fixture repairs.</li> <li>• Aids in the daily repair and maintenance of bowling lanes, pinsetters, and related equipment.</li> <li>• Assist in maintaining proper operation of bowling pinsetters during business hours, logs all problems and comments as to the operation of each pinsetter, and cleans and maintains pinsetters as. Also performs daily lane maintenance duties.</li> <li>• Assist in minor structural repairs and maintenance of wall surfaces, floor coverings, and building fixtures.</li> <li>• Work effectively with coworkers, customers, and others by sharing ideas in a constructive and positive manner; listen to and objectively consider ideas and suggestions from others; keep commitments; keep others informed of work progress, timetables, and issues; and address problems and issues constructively to find mutually acceptable and practical business solutions.</li> <li>• Perform other related job duties as required or assigned</li> </ul>
<b>POSITION REQUIREMENTS:</b>	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> <li>• Must be currently enrolled as a Fresno State student: <ul style="list-style-type: none"> <li>○ Undergraduate students must be enrolled in a minimum of six (6) semester units and have a minimum cumulative GPA of 2.00.</li> <li>○ International undergraduate students must be enrolled in a minimum of twelve (12) semester units, have a minimum cumulative GPA of 2.00.</li> <li>○ Graduate students must be enrolled in a minimum of four (4) semester units and have a cumulative GPA of 3.00.</li> <li>○ International graduate students must be enrolled in a minimum of nine (9) semester units, have a minimum cumulative GPA of 3.00.</li> </ul> </li> <li>• Prior related experience preferred (i.e. tools used in building, electrical, and machine trades)</li> <li>• Must be able to lift and carry a minimum of 30 lbs.</li> <li>• Must be dependable responsible, personable, friendly, and work well with diverse populations, including faculty, staff, students, and the general public</li> </ul>
<b>COMPENSATION:</b>	\$14.00 per hour
<b>DEADLINE:</b>	<b>Application review begins immediately; open until filled</b>
<b>TO APPLY:</b>	<p>To be considered for this position, please drop-off an application and resume to the University Student Union room 306.</p> <p>Visit the Auxiliary Human Resources page at: <a href="http://www.auxiliary.com/auxhr/applic.html">http://www.auxiliary.com/auxhr/applic.html</a> to locate and print job application.</p>

### **RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION**

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>*

*Employment for this position is by the California State University, Fresno Association, Inc. This is not a State of California position.*

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