

Loyola Marymount University
Student Housing Office
FACILITIES ASSISTANT POSITION DESCRIPTION

As a member of the Student Housing Staff, the Facilities Assistant's primary duties include: moving, setting up, storing and inventorying student furnishings, surveying and reporting the condition of student rooms and apartments, preparing the buildings for conferences and openings in the Fall and Spring as well as performing routine service calls as needed. The Facilities Assistant reports directly to the Housing Services Supervisor.

A. Qualifications

- Enrollment as a degree-seeking student at Loyola Marymount University.
- Must meet physical requirements for heavy lifting and moving of furniture.
- Prior or related experience in furniture moving, set-up and storage preferred.
- Valid 'class three' driver license preferred.

B. Compensation

- Hourly wages are based on the type of work performed and the number of semesters the department has employed student.
- Each employee is expected to keep accurate time records. Time cards will be reviewed by the Housing Services Supervisor before being submitted to Student Payroll.

C. Student Work Schedules

Academic Year Employment

- Student employees may work up to 20 hours per week. A 30 minute lunch is scheduled per day if working 6 hours.
- The Facilities Assistant may be required to work during exam periods and Student Housing Office opening and closing weekends.

D. Tasks and Responsibilities

Responsibilities may include, but are not limited to:

- Stock Area Offices with supplies.
- Set up and re-configure beds.
- Move furnishings to and from storage rooms.
- Inventory, clean and arrange storage areas.
- Set up rooms and apartments for occupancy.
- Install or remove drapery hardware and drapes.
- Survey the condition of rooms, apartments and common areas.
- Remove, install and/or repair window screens.
- Accompany vendors and contractors while working in student facilities.
- General filing and record keeping.
- Drive University carts and other vehicles.

Contact us at housing@lmu.edu or at 310.338.2963 for more information