

**Building Services Assistant  
Terms & Conditions  
University Housing & Residence Life California  
State University, East Bay**

**A. Position Description**

The California State University, East Bay (CSUEB) University Housing and Residence Life (UHRL) department provides student centered programs, services and facilities that foster a safe, inclusive and vibrant residential learning community. In conjunction with the mission of the University and the Division of Student Affairs, UHRL works to engage all residential students in their holistic development and academic success towards retention, graduation and future endeavors. The Building Services Assistant position assists the Building Services Coordinator in providing excellent customer service and follow-up to the residents. It supports the Building Services Coordinator in all aspects of their job and serves as an extension of them. This position does not offer any paid time-off, vacation benefits, or health insurance benefits. Any needed days off during break periods or summer quarter must be approved by the supervising professional staff member. This is not a live-in position nor is a meal plan included.

**B. Qualifications**

- B.1 Successful candidate must be enrolled as a full time student at California State University, East Bay. Full time enrollment is defined as 12 units for an undergraduate student and 8 units for a Master's candidate.
- B.2 Possess minimum cumulative GPA requirement of 2.5.
- B.3 Be in good judicial standing with Student Housing and Residence Life.
- B.4 Available to work Monday through Friday from 7 AM to 6 PM. Student Assistant will be asked on occasion to work evening and/or weekend hours but will receive adequate notice of these dates for planning purposes.
- B.5 Strong customer service and administrative skills.
- B.6 Must possess a valid driver's license.
- B.7 Must possess basic to advanced computer skills (hardware and software)
- B.8 Ability to lift up to 10 lbs.

**C. Duties and Responsibilities**

- C.1 Follow-up on facility related work orders to ensure work is scheduled and complete in timely manner.
- C.2 Print out daily maintenance work orders to see if any work orders are pressing and need immediate attention.
- C.3 Weekly maintenance and wiping down of laundry machines.
- C.4 Weekly maintenance of BBQ terrace and wiping down of BBQ grills.
- C.5 Weekly maintenance of community vacuums.
- C.6 Weekly maintenance of community dollies.
- C.7 Adjustment and movement of physical furniture in community spaces and apartments.
- C.8 Inventory, order, and stock all Housing physical keys.
- C.9 Provide lockout support to residents.
- C.10 Update digital doors with access programmer.
- C.11 Escort vendors as needed.
- C.12 Monitor trash enclosures and report when service is required.
- C.13 Monitor facility signage, remove old signage, and install new signage around the community.

- C.14 Assists other professional staff as needed.
- C.15 Other duties as assigned.

**D. Terms of Employment**

- D.1 Student Assistant must maintain full time enrollment at California State University, East Bay throughout employment. Full time enrollment is defined as 12 units for an undergraduate student and 8 units for a Master's candidate. Exceptions must have prior supervisor approval.
- D.2 Maintain the required 2.5 cumulative GPA throughout the term of employment.
- D.3 Student Assistant must have a record of all hours worked. Student Assistant is required to record time using the Humanity software to clock-in at the beginning and end of each shift. Student Assistant may not clock in more than 5 minutes prior to, or 5 minutes after, the start of their shift unless there is prior supervisor approval. Students Assistant must clock out for lunch breaks. Student Assistant should not clock out for rest breaks.
- D.4 D.4 Student Assistant is entitled to take a fifteen-minute rest break for every four consecutive hours worked. Rest breaks must be taken during the second or third hour of each four-hour work period. Student Assistant must be given a minimum of a half-hour unpaid lunch break when scheduled to work six consecutive hours or more. Student Assistant shall not work more than eight hours in one day.
- D.5 D.5 All hours should be input into the MyHR timesheet by the end of each work week and no later than the last day of each pay period. It is recommended that hours are input into the MyHR timesheet each day.
- D.6 D.6 Student Assistant will be placed on academic notice when their quarterly or cumulative GPA drops below a 2.5. This position works in a safe and responsible manner while not putting self or others at risk. This includes complying with applicable policies and regulations; using personal safety gear; observing warning signs; learning about potential hazards; and reporting unsafe conditions. All Student Assistants are required to sign the position specific job description. Every student assistant position is subject to criminal and background check.

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Employee Name	Employee Signature	Date
Supervisor Name	Supervisor Signature	Date
MMP Name	MPP Signature	Date