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# FACILITIES DEVELOPMENT AND OPERATIONS

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## Now Hiring!

**Salary:**

\$3,200 - \$3,600 / month  
depending on experience

**Location:**

Cal State East Bay  
25800 Carlos Bee Blvd.  
Hayward, CA 94542

In the office of Facilities  
Development & Operations

**Hours:**

Full-time  
On-campus  
7:00am – 4:00pm

**Required Qualifications:**

Office Experience  
Written/verbal communication skills  
Age 18+  
Computer skills  
Time management

**Benefits:**

Medical  
Dental  
Vision  
Tuition Discounts/Waiver  
CalPERS Retirement

**Vaccination Policy:**

Scan for details

**Position Duties:**Customer Service

- Greet customers
- Monitor phone lines
  - Distribute keys
- Provide parking permits
- Support work requests

Administrative & Office Support

- General office support
- Meeting preparation
- Coordinate on-call process
  - Update vehicle info

Compliance & Training

- Track staff training needs
  - Schedule trainings
  - Register staff for professional development

Hospitality & Reservations

- Facilitate travel needs
- Coordinate events
- Facilitate reimbursements

Scan to  
Apply!

