

FACILITIES AND OPERATIONS PROGRAM ASSISTANT

POSITION DESCRIPTION

UNIVERSITY HOUSING □ WESTERN OREGON UNIVERSITY

The Facilities and Operations Student Program Assistant is a member of the University Housing staff and, as a representative of the university, is expected to act accordingly at all times. The Program Assistant is expected to assist in accomplishing the primary objectives of the University Housing program. To accomplish position related tasks, the program assistant will be expected have knowledge of campus resources; the ability to establish good rapport; and the ability to work cooperatively with other members of the University Housing staff.

I. Facilities and Operations

a. Fire/Life Safety

- i. Assist with development of fire/life safety materials/information
 - a. Review current brochures/other publications
 - b. Provide support in updating current information or creating new training/educational materials
- ii. Assist with training of residence hall staff
 - a. Assist Coordinator with planning of fire/life safety presentation
 - b. Attend and assist with presentation of fire/life safety training of RA Staff
- iii. Assist with fire/life safety inspections
 - a. Assist with distribution of materials to residence hall students
 - b. Assume duties as assigned by Coordinator

b. Sustainability Program

- i. Assist with selection and supervision of Recycling Team
 - a. Assist with selection meetings and interviews
 - b. Assist with training of the Green Team
 - c. Supervise the Green Team
- ii. Assist with oversight of recycling areas in residence halls
 - a. Occasionally survey recycling areas to ensure proper use and to identify issues that may be occurring
 - b. Notify appropriate personnel when issues arise regarding recycling areas

c. Conferences

- a. Assist with academic year tasks related to preparing for conferences
- b. Participate with Summer Staff Selection
- c. Assume duties as assigned by Coordinator

d. Marketing and Assessment

- i. Assist with development of a Marketing Plan
 - a. Work with Coordinator and Administrative Program Specialist to create marketing strategies
 - b. Assist with focus groups as appropriate
 - c. Provide support as directed by Coordinator

- ii. Re-Contracting Process
 - a. Assist with planning for re-contracting process
 - b. Assist with publicity for re-contracting process
 - c. Assist with presentations regarding re-contracting as appropriate

II. Residential Service Center Team Lead

- a. Create agenda with Coordinator and facilitate all RSC desk staff meetings
- b. Create term schedule for RSC Desk Attendants
- c. Mail/Packages
 - i. Schedule all mail room shifts
 - ii. Help sort and deliver mail and packages when necessary
 - iii. Assist Coordinator with mail and/or package challenges as they arise
- d. Keys
 - i. Take monthly spare key inventory
 - ii. Work with Maintenance on any ongoing key issues as necessary
- e. Requestable Equipment
 - i. Manage user privileges and training
 - ii. Maintain equipment inventory and proper function
- f. Serve as additional resource for desk operations
- g. Assume duties as assigned by Coordinator

III. Administrative Tasks

- a. Housing and Dining Advisory Committee
 - i. Serve as a member on the Housing and Dining Advisory Committee
 - ii. Participate fully in meetings
- b. University Housing Recognition Committee
 - i. Serve as a member on the University Housing Recognition Committee
 - ii. Participate fully in planning and implementation of the recognition event
- c. Meetings
 - i. Meet weekly with the Coordinator for advisement, updates, position review
 - ii. Attend and participate fully in all other requested scheduled meetings

IV. General Expectations

- a. Communication
 - i. Maintain frequent and open contacts with supervisor and other staff
 - ii. Respond to requests for information promptly
 - iii. Check for messages daily
 - iv. Deliver pertinent information to appropriate administrative staff promptly
 - v. Participate constructively in meetings
 - vi. Always act in a mature professional manner in dealings with students, staff, and office
- b. Attitude
 - i. Display appropriate flexibility and a positive perspective in various situations
 - ii. Promote an atmosphere of cooperation with staff, students, office personnel, and supervisors
 - iii. Demonstrate interest and enthusiasm
- c. University Support
 - i. Support the University and University Housing's goals, missions, and policies

- ii. Assist on committees as needed
- d. Public Relations
 - i. Ensure accurate representation of WOU to the public
 - ii. Maintain ethical relationships with colleagues and students
 - iii. Represent WOU in appropriate manner at conferences or other events
- e. Academics
 - i. Maintain a quarterly and cumulative GPA of 2.5
 - ii. Regularly attend classes and other academic commitments and communicate academic progress
- f. Maintain personal wellness and balance

V. Other Duties as Assigned.

Assume responsibilities for other duties as assigned by the Coordinator of Facilities and Operations or other members of the Central Administrative team and Professional Staff in the Office of University Housing.

Work Schedule

Start Date: negotiable, but no later than August 15

Summer Hours: Varies, to be determined (max 40 hours per week)

Work Hours: variable (average of 20 hours per week)

Compensation

Summer hours paid on an hourly scale at a max of 40 hours per week

Academic year: Program Assistants will be paid at Educational Activity Stipend (EAS) level 3B (1.0 ETE). For information regarding student pay for Program Assistants please go to the WOU Payroll website or use the following website address:

<http://www.wou.edu/payroll/student-employment-policy/>

Supervisor

Coordinator of Facilities and Operations, University Housing