

Maintenance Assistant

Event Services



Job Description	<p>Maintenance Assistant will work under the direct supervision of the Maintenance Supervisor at the Carolina Union to assist in maintaining the ongoing upkeep of the Carolina Union facility. The maintenance tasks include but are not limited to, painting, carpentry, changing light bulbs, and basic wall repair. This position ensures that maintenance issues are brought to the attention of the Maintenance Supervisor and assists in the creation of the plan to remedy the issue.</p>
Specific Duties & Responsibilities	<ul style="list-style-type: none"> • Provide support to the Maintenance team on a daily basis through project assistance and through building inspections • Provide customer service to Carolina Union internal and external stakeholders • Assist in daily building maintenance to include painting, carpentry, changing lights, basic plumbing, basic wall repair • Assist in identifying potential maintenance/facility issues and assist in the creation of the plan to remedy the issue • Utilize and implement emergency procedures to assist in the evacuation or sheltering during emergency situations
Requirements & Qualifications	<p>Required:</p> <ul style="list-style-type: none"> • No experience required • Demonstrated ability to follow instructions and possess attention to detail • Demonstrated ability to successfully interact with internal and external stakeholders • Demonstrated ability to understand and follow Carolina Union guidelines and procedures • Demonstrated knowledge of maintenance, including building trades and hand tools • Attend scheduled staff meetings and training sessions
Learning Goals & Competency Development	<p>As a result of employment in this position, students will:</p> <ul style="list-style-type: none"> • Identify and utilize training resources and information to appropriately navigate an issue or task • Gather information to inform and develop verbal/written responses to clients, staff, and peers • Identify and enact effective strategies for working with others to achieve shared goals
JobX LEARNING OUTCOMES <i>(FWS Positions Only)</i>	<p>Communication; Professionalism & Work Ethic; Teamwork; Collaboration & Leadership</p>
Available Openings	<p>5</p>
Hours	<p>Monday – Friday 7:00am – 5:00pm (8-12 hours per week)</p>
Hourly Rate	<p>\$8.80</p>
Time Frame	<p>Academic Year 2019-2020</p>
Contact Name	<p>Todd McLamb, Erick Twaite, Rustin McNiff</p>

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