

Campus Living Facility Assistants (Formerly RLSS – Residence Life Support Services)

All on-campus jobs can be Federal Work-Study jobs

Please complete the application in its entirety. Incomplete applications will not be considered.

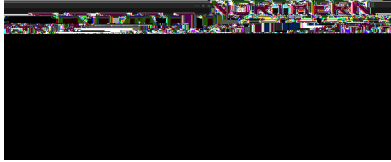
Position/Department Overview

Campus Living Facility Assistants represent NAU and Campus Living through extensive customer service. CLFA's work independently and small teams with minimal supervision in specialized

All students in this position will be cross trained in all tasks; all necessary training is provided. This is a physical labor position that includes lifting, moving, cleaning, etc. You will be asked to complete any/all of the outlined tasks and responsibilities with or without reasonable accommodation throughout the academic year.

Qualified candidates will be able to conduct themselves in a legal, professional, and trustworthy manner due to card and key access to halls and/or student rooms

- Cross train into all duties and responsibilities of Campus Living Facility Assistants position including but not limited to: inventory and case goods management, moving crew, extraction work team, conference support team, botany services, administrative support team, project management, staff recruitment and selection.
- Assist with hiring Campus Living Facility Assistant staff, train new staff including training documentation and provide constructive and critical feedback to trainee and supervisor.
- Execute projects with minimal supervision, high attention to detail and attentive organization.
- Serve as a team lead supervising work teams and projects with minimal supervision.
- Inventory and maintain equipment and hall resources, including diagnostic evaluation of non-functioning equipment and repairing / rebuilding equipment.
- Work collaboratively with the Campus Living Coordinator, Campus Living staff and residents regarding needs, concerns, projects (current and upcoming)

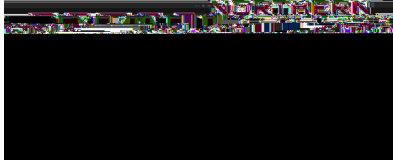


- Promote an atmosphere of exceptional customer service and role model professional and positive behavior
- Conduct oneself in a professional and trustworthy manner due card and key access to halls in student rooms.
- Understand and comply with policy in handling confidential and sensitive information.
- Follow through with tasks or duties as assigned by supervisor(s).
- Disinfect common area public spaces to offset Custodial staff work in response to Covid-19 mitigation practices.
- Assist with management of the warehouse including annual inventory, property surplus pick-ups, e-recycling
- Other administrative duties as assigned
- Support special projects that arise within the department of Campus Living.

Room readiness and building preparation:

- Prepare halls for room turnover at beginning and end of each semester and as room vacancies occur.
- Conduct detailed team walkthroughs of NAU campus living rooms to assess and report building-wide facility needs
- Assist with various Housing projects, including but not limited to: loading and unloading furniture, furniture assembly, and, submitting and completing work orders
- Lower/raise and fix lofted beds as needed
- Prep rooms for occupancy as needed, including cleaning and dusting; emptying wastebaskets; sweeping and vacuuming
- Carpet extraction as needed for room turn-over and public space maintenance.
- Remove abandoned property from rooms as needed including inventory, packing and preparation for shipping or disposal.
- Complete room inspection/inventory for rooms before a group arrives and after the group departs
- Assess/report damages and submit maintenance/custodial needs after each group checks out
- Inspect public spaces to identify and submit custodial and maintenance concerns

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Standard hours of operation are Monday – Friday 8AM- 5PM. **Students shifts are generally scheduled 9am-12pm or 1pm-5pm.**

Background Checks and Fingerprinting

A criminal background investigation, fingerprinting, and employment history investigation are