

## **Student Inventory Assistant Job Description**

The Office of Housing and Residence Life at UNC Wilmington employ a student staff that serves as inventory control support for the Housing Maintenance Supervisor. The student staff is an important part of the day to day operations and the summer turn around process. A major area of responsibility emphasized is customer service and organization. Please refer to the position description below for detailed information.

### **Job Responsibilities**

- Work to assist in the establishment of inventory systems for new and existing inventory
- Utilizing computer based inventory systems to help maintain an accurate and up to date inventory count
- Responsible to the cleanliness and organization of 2 Housing Warehouses and Housing Maintenance Shop.
- Utilize the Housing Maintenance Request/Work order system to assist in driving the day to day operation of the Maintenance Staff
- Assist the maintenance supervisor in maintaining accurate records and creating reports as his/her request
- Present professional appearance and attitude at all times and maintain a high level of customer service
- Other duties as assigned by the Maintenance Supervisor or Facilities Coordinator

### **Qualifications**

- Applicant must be a UNCW student in good academic standing with a minimum GPA of 2.0.
- Must have demonstrated the willingness to accept supervision, the ability to follow directions, the capability to work without constant supervision
- Must demonstrate excellent public relations and customer service skills
- Committed to successful teamwork with the entire housing staff
- Demonstrate the ability to work under time constraints or with a schedule
- Must have a valid driver's license
- Maintenance or facilities experience is beneficial however not required
- Must be in good judicial standing with the University.

# OFFICE OF HOUSING & RESIDENCE LIFE

University of North Carolina at Wilmington - 601 South College Road - Wilmington, NC 28403-3297 - phone: 910.962.3241 - Fax: 910.962.7032

## Student Inventory Assistant Application

PLEASE TYPE OR PRINT IN BLACK INK

Full Name \_\_\_\_\_ ID Number \_\_\_\_\_

### Addresses

Local Address or Room Number \_\_\_\_\_ Phone \_\_\_\_\_  
Street City State Zip

Permanent Address \_\_\_\_\_  
Street City State Zip

Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

### UNCW Information

Class (check one) \_\_\_Fr. \_\_\_So. \_\_\_Jr. \_\_\_Sr. Expected graduation date \_\_\_\_\_

List the number of semesters you have lived on the UNCW campus, including this semester \_\_\_\_\_

List the number of semesters you have lived on campus at **other** universities \_\_\_\_\_

Are you currently a Resident Assistant? \_\_\_ Yes \_\_\_ No

Have you applied to be a Resident Assistant in August 2010 \_\_\_ Yes \_\_\_ No

Most recent semesterly GPA \_\_\_\_\_ Cumulative GPA \_\_\_\_\_ Major \_\_\_\_\_

Please read carefully & sign

I wish to apply for a Student Inventory Assistant position at the University of North Carolina at Wilmington. I certify that all application statements are true, to the best of my knowledge. I authorize the Office of Housing & Residence Life to solicit any information, from a variety of sources, regarding my candidacy. I have read and understand the job. In signing this application, I express my willingness to accept all the responsibilities of the Student Inventory Assistant position. I also understand that, by signing this application, I authorize the Office of Housing & Residence Life to access my grade point average, throughout my candidacy and employment as well as check my judicial records with the Dean of Students Office.

Signature

Date

**OVER**

## Criminal History

Have you ever been convicted of a criminal offense other than a minor traffic violation? \_\_\_YES \_\_\_NO  
 Are there criminal charges pending against you at this time? \_\_\_YES \_\_\_NO

## Essay Questions

Staple to the application your typed responses to the following questions. Be sure your name, the year of application and “Student Inventory Assistant Applicant” is on the top right hand corner of each page submitted. Limit your responses to 300 words or less, per question.

1. Please list and describe any experiences you have had which qualify you to be a Student Inventory Assistant. Include the reasons why you feel each experience is relevant.
2. Why are you interested in the position of Student Inventory Assistant?
3. Please describe your computer skills and any computer programs that you feel you are fluent in using.

## Availability – Summer 2010

Place an “X” in the grid below during the time that you ARE available to work. Please know that this position is only available Monday through Friday from 7:30 a.m. to 4:30 p.m. Final scheduling is based on departmental needs.

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>7:30-8:30</b>					
<b>8:30-9:30</b>					
<b>9:30-10:30</b>					
<b>10:30-11:30</b>					
<b>11:30-12:30</b>					
<b>12:30-1:30</b>					
<b>1:30-2:30</b>					
<b>2:30-3:30</b>					
<b>3:30-4:30</b>					