

## **Summer Student Maintenance Worker Job Description**

The Office of Housing and Residence Life at UNC Wilmington employs a staff of students as maintenance workers during the academic year and summertime. The Maintenance Student Workers primary mission is to assist the full time Maintenance Staff in performing routine maintenance work. 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. Please refer to the position description below for detailed information.

### **Job Responsibilities**

- Perform routine maintenance work in residence halls, apartment and suites which includes but is not limited to:
  - Lifting/Moving Furniture
  - Changing ceiling lights
  - Painting
  - Drywall repair
  - Ceiling tile replacement
- Perform regular planned and preventative maintenance routines which includes scheduled walkthroughs
- Assist Maintenance Technicians with various remodeling and repair projects
- Communicate the status of jobs that are assigned daily as to the completeness of the task
- 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
- 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

### **Hiring Process Time Line**

**March 19, 2009 -- April 9, 2009**  
**April 13, 2009 – April 17, 2009**  
**April 20, 2009 – April 21, 2009**

**Applications Available**  
**Interviews**  
**Offers made via phone**

# 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 Maintenance Worker 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 2009 \_\_\_ Yes \_\_\_ No

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

Please read carefully & sign

I wish to apply for a Student Maintenance Worker 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 Maintenance Worker 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 Maintenance Worker 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 Maintenance Worker. Include the reasons why you feel each experience is relevant.
  
2. Why are you interested in the position of Student Maintenance Worker?

## Availability

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.

	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>					