FOR RECRUITMENT USE

Housing and Residential Life (Housing), a self-funded auxiliary housed in the Student Affairs division of the University of Arizona, operates 24 student dorms and one Graduate housing apartment, that house 7,000 students annually on the University of Arizona Main Campus.

Our Mission: Helping Students Build a Foundation for Success

Our Core Values:
- **Excellence** - Excellence is performing at an extraordinary level and exceeding expectations
- **Respect** - Respect is treating others courteously and professionally in all situations; valuing and honoring diversity in others; being honest, direct, and courteous in all communications and loyal to all, including those not present
- **Integrity** - Integrity is doing the right thing, being honest with oneself and others, being authentic, and being transparent in intent
- **Caring** - Caring is being welcoming, kind, compassionate, and willing to help others; showing concern for a person’s needs; listening more and talking less

Be part of our exceptional student staff and receive hands-on experience, while working in a fun, diverse, inclusive and safe environment. We strive to coach, teach, and mentor all of our students to become successful in and outside the classroom. Studies prove that students with campus jobs tend to perform better in school and have a higher potential for finding employment after graduation.

In Housing & Residential Life, we know that students’ first priority is to learn. We understand the stress of midterms and final exams. We not only teach student employees leadership and time management, but we are also very flexible when it comes to working around your class and exam schedule.

**We prefer Work Study** - Federal Work Study is accepted in Housing & Residential Life. The Federal Work Study Program provides opportunity to full-time students seeking part-time positions. Students must complete the FAFSA and demonstrate financial need for the respective year to receive Federal Work Study. See if you qualify at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

POSITION SUMMARY:
This position reports to the Operations Manager. This position will be responsible for receiving requests for equipment from Conference Managers, scheduling a crew to move and set up equipment, and leading that crew in their responsibilities. The Equipment Lead is responsible for the use, placement, tracking, and condition of all Conference Services supplies and equipment. This position will be required to drive University vehicles and/or golf carts and be HOV certified. The position may involve lifting and/or carrying heavy objects and requires movement in and around the residence halls and going up and down stairs.
DUTIES AND RESPONSIBILITIES:
1. Perform equipment supervisory duties as assigned.
2. Help monitor and review inventory levels by physical count (recordkeeping and/or visual inspection) to identify need for purchasing materials, equipment or supplies. Help to keep inventory in van stocked at all times.
3. Coordinate the pick up and delivery of tables, chairs, podiums, easels, and all other equipment in relation to Conference Services.
4. Move linen between laundry facility and storage areas.
5. Assist Housekeeping Leads and fill in as necessary.
6. Carry a provided cell phone and respond as needed.
7. Report maintenance problems, hall damages and missing items per established procedures.
8. Attend all training sessions and staff meetings.
9. Report to work shifts as scheduled.
10. Related duties as assigned or required.
11. Provide “on-the-ground” supervision and direction to Housekeeping staff.

COMPETENCIES:
1. Efficient Pre-Planning
2. Communication Proficiency
3. Leadership
4. Organization Skills

WORK ENVIRONMENT/PHYSICAL DEMANDS:
This position will primarily be doing work inside our dorms. Standard housekeeping equipment and bed making skills will be used regularly once trained. This position is an active position. The employee will be using their hands and feet for a vast majority of their shift. The employee is required to climb stairs and lift up to 30lbs.

POSITION TYPE/EXPECTED HOURS OF WORK:
This is an hourly student leadership position. The employee will be expected to work Monday -- Friday, but hours may vary. The employee will not exceed 35 hours.

MINIMUM QUALIFICATIONS:
1. Must be enrolled for previous Spring and following Fall for 6 or more units.
2. A copy of your summer class schedule MUST be provided upon request.
3. Must be available to work at least 30 hours/week for the Conference Services program.
4. Strong interpersonal communication skills.
5. Strong commitment to customer service.
6. Availability from Monday, May 13 – Thursday, August 14. If hired into a Fall RA, DA or DM position within Housing and Residential Life, accommodations will be made for training periods.
7. Valid U.S. Driver’s License upon employment and ability to drive according to the University Fleet Safety Policy.
8. Additional employment MUST be approved in advance by the Conference Operations Manager due to the need for flexible scheduling during various hours, seven days a week.
PREFERRED QUALIFICATIONS:
1. Prior Conference Services experience.
2. Working knowledge of Housing & Residential Life operations.
3. 2.5 or higher GPA.
4. Strong interpersonal communication skills.
5. Strong commitment to customer service.
6. Ability to use Microsoft Office software.

SUPPLEMENTAL REQUIREMENTS:
- Housing & Residential Life is a security sensitive department and this position requires a finger-print criminal background check
- Motor Vehicle Division check