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 Housekeeping Leads and Operations Manager. This position is responsible for cleaning and otherwise preparing guest rooms and common areas for the Conference & Guest Services program. This position may be required to drive University vehicles and/or golf carts and be HOV certified. The position may involve lifting and/or carrying heavy objects, requires movement in and around the residence halls and going up and down stairs.
DUTIES AND RESPONSIBILITIES:
• Clean and otherwise prepare guest rooms and common areas prior to guest arrival and during guest stay, according to Housing & Residential Life and Conference Services standards, including dusting, mopping, trash removal, vacuuming, etc.
• Collect and distribute linen for guest rooms. (Housing & Residential Life has their own custodial staff, who are responsible for cleaning bathrooms, including toilets, sinks, showers and bathtubs and common areas in all residence halls).
• Make beds prior to guest arrival.
• Report maintenance problems, hall damages and missing items per established procedures.
• Document and report lost items found in guest rooms.
• Assist with preparing conference facilities as needed.
• Coordinate with custodial staffs to ensure all required guest rooms are clean and ready for occupancy.
• Perform routine facility inspections.

COMPETENCIES:
• Detail Oriented Thinking
• Communication
• Efficient Work Flow

WORK ENVIRONMENT/PHYSICAL DEMANDS:
This is a very active position. Students hired into this role will be expected to regularly transport and launder linen, adjust beds, and lift 30lbs. Students will potentially have to walk across campus to various dorms to provide cleaning service as well.

POSITION TYPE/EXPECTED HOURS OF WORK:
This is an hourly position that offers up to 35 hours a week. Students hired into this position will receive $11.00/hr and will typically work between the hours of 8am and 5pm.

MINIMUM QUALIFICATIONS:
• Must be enrolled for previous Spring and following Fall for 6 or more units.
• A copy of your summer class schedule MUST be provided upon request.
• Must be available to work at least 30 hours/week for the Conference Services program.
• Availability from Monday, May 14, 2018 – Thursday, August 9, 2018. If hired into a Fall RA, DA or DM position within Housing and Residential Life, accommodations will be made for training periods.

ADDITIONAL MINIMUM QUALIFICATIONS:
• 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:
• Strong interpersonal communication skills.
• Strong commitment to customer service.

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