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 lead a student housekeeping crew responsible for cleaning and otherwise preparing guest rooms and common areas for the Conference & Guest Services program. The Housekeeping 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**.
DUTIES AND RESPONSIBILITIES:

1. Perform housekeeping 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 delivery of dirty linen and pick-up of clean linen; always maintaining accurate counts for inventory.
4. Verify deliveries and turn in all receipts to supervisor in a timely manner.
5. Carry a provided cell phone and respond as necessary.
6. Keep accurate inventory of equipment and supplies through the use of check-out logs, forms, etc.
7. Report maintenance problems, hall damages and missing items per established procedures.
8. Coordinate with housekeeping and RLC staff to ensure all required guest rooms are clean and ready for occupancy.
9. Attend all training sessions and staff meetings.
10. Report to work shifts as scheduled.
11. Related duties as assigned or required
12. 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