



Materials Management Position Description – Residential Life

Title:	Materials Management
Department:	Residential Life
Reports to:	Safety & Services Specialist
Appointment:	Summer Semester (May 9, 2022 – August 19, 2022) Academic year (August 20, 2022 – May 8, 2023)
Remuneration:	P1; Hourly wage: \$12.75 per hour
Hours:	Between the hours of 8am and 4pm. Varies per week, up to 20 hours per week maximum.

Purpose of Position

Students in this position will relocate furniture, fulfill maintenance requests, perform minor adjustments to furniture in student rooms, assist with departmental initiatives and perform other duties as assigned.

Requirements

- You should be able to lift at least 50 pounds and will be expected to lift furniture of varying weight during any given shift, throughout your shift.
- Must be able to work independently.
- Must be able to understand and carry out complex oral and written instructions.
- Must have a valid US/Canadian Driver's License for a minimum 2 years.

Qualifications and Conditions of Employment

- During the academic year, a student employee must be actively enrolled in a minimum of 6 credit hours.
- If you are enrolled in 6-11 credits in a semester, the maximum amount of hours you may work in a pay period is 28 hours.
- If you are enrolled in 12+ credit hours, the maximum amount of hours you may work in a pay period is 40 hours.
- During summer employment, a student employee must be enrolled in at least one summer class and will work varying hours [between 20 and 40 hours per week].

Preferred Qualifications

- Strong communication skills
- Excellent follow-through
- Experience living in Residential Life Housing