

MVNU Student Employment Job Description

JOB TITLE: Facilities Team/Trades Support

DEPARTMENT: Facility Services

REPORTS TO: Director of Facilities Operations

REQUIREMENTS:

- **Recommended Education/Training:** Completed 1 year of college education.
- **Skills:** A desire to achieve specific tasks with a team to support university operations. Dependability in following schedules and procedures. Customer-service oriented approach to problem solving. Effective verbal and written communication skills.
- **Attire on the Job:** University Dress Standard as listed in the Student Handbook
- **Expectations:** Exhibit a Christ-like attitude in all assigned duties.

DUTIES (include but not limited to):

- Assisting MEP and Architectural Trades Shop employees in completing work assignments;
- Operation of basic hand tools;
- Moves and arranges tables, chairs, and other furnishings to meet customer event needs;
- Maintains adequate supply of cleaning equipment/supplies and requests re-supply when needed;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide seamless customer service;
- Reports all repairs required and safety and fire hazards to supervisor;
- Observes safety standards and practices;
- Other duties as assigned

NORMAL WORKING HOURS and DAYS: At least two shifts per week during regular work hours (8:00 AM – 4:30 PM) at a minimum of 2.5 hours per shift. Specific days and times are flexible based on class schedules.