

**Saflok Student Assistant
Job Description / Application****Job Dates: 12 months/student****Rate of pay: Stipend: Academic/Summer
Room and Board****Compensation:**

\$1,500.00 stipend (summer only) equally paid payments of \$250.00(bi-monthly)
\$100.00 monthly stipend during the Academic year.

Double room and board (on campus)
Meals available when dining facility open.

Supervision:

The Saflok Student Assistant is under the supervision of the Facilities Coordinator.

Qualifications & Experience:

- ◆ General maintenance experience preferred.
- ◆ Customer service and people skills.
- ◆ Computer literate, knowledge of computerized key card systems preferred but will train.
- ◆ Must be able to work at least 20hrs/week during academic year & 40hrs/week during the summer.

Duties & Responsibilities:

- ◆ Maintain key binders.
- ◆ Make repairs to safloks when needed.
- ◆ Send locks back for repair and keep a good working inventory on hand.
- ◆ Program and replace locks as needed.
- ◆ Run lock interrogations and run reports.
- ◆ Perform routine maintenance/update and clean locks.
- ◆ Work in Summer months making key's for groups staying on campus.
- ◆ Assist with maintenance department when needed.
- ◆ Be available to come out after hours to make emergency repairs.
- ◆ Fingerprint Clearance required(will not be cleared to work until report is received)

Saflok Student Assistant Application

Please complete the following. Attach additional sheet of paper, if necessary. Print or type information:

Name: _____ SSN/ID #: _____

Local Address: _____

City, State, Zip: _____

Phone: _____ Message Phone: _____

Permanent Address: _____

City, State, Zip: _____

1. Have you ever been employed by University Courtyard? If yes, list the position(s) held and date(s) of employment.

2. List previous employers (at least two years), including any volunteer hours, and briefly describe the type of work performed:

3. Briefly describe any experience you have in either a volunteer or paid position related to this position:

4. Indicate the times you are AVAILABLE to work each day.

Monday _____ Tuesday _____ Wednesday _____

Thursday _____ Friday _____ Saturday _____

Sunday _____

5. What qualities or skills do you have that makes you the best candidate for this position?

Please provide two professional/business related references who could provide a telephone reference for you. The recommendations received will be held confidential and will not be available for the applicant or third parties to review.

Name: _____ Phone: _____

Occupation and Title: _____

Name: _____ Phone: _____

Occupation and Title: _____

Return the completed application to the Atrium Customer Service Desk.

Applicant Signature _____

Date _____

Deadline: March 31, 2010