



UNIVERSITY  
OF  
LOUISIANA  
L a f a y e t t e

# Staff Vacancy

**Position:** Community Assistant  
**The Heritage Apartments**  
at Cajun Village

**Department:** Office of University Housing

## **Duties and Responsibilities:**

- Event Planning
  - o Promote, plan, and execute bi-weekly or monthly events for the community
  - o Manage budget
- Lockouts
  - o Be available to help unlock resident's doors during the day and overnight
- Administrative/Desk Shifts/Club House Hours
  - o Work front desk during normal business hours if desk is uncovered
  - o Input and keep accurate records in StarRez
- Assist in conducting monthly pest control sprays and preventative maintenance projects
- Monthly apartment inspections
  - o Report any findings to the Building Manager
- Assist in performing maintenance tasks throughout the complex
- Emergency On-call
  - o Be available afterhours to deal with emergency situations regarding housing
  - o Respond to afterhours emergency maintenance calls
    - Fire, flood, emergency maintenance reporting
  - o Be available to help with afterhours resident/roommate conflicts
    - Call UP or call Building Manager
- Assist with Fall, Summer, Spring check-in/check-out
  - o Help Building Manager to plan and execute the check-in/check-out process

## **Minimum Requirements:**

- Have at least 30 completed credit hours
- Have lived on campus for at least 1 semester
- Must live within The Heritage Apartments at Cajun Village
- Must be available to serve in an on-duty rotational schedule for nights, weekends, and holidays
- Must be able to withstand being on feet for several hours and climbing up several flights of stairs and be able to lift 50lbs.

