Staff Vacancy

Position: Community Assistant
The Heritage Apartments
at Cajun Village

Department: Office of University Housing

Duties and Responsibilities:

- Event Planning
  - Promote, plan, and execute bi-weekly or monthly events for the community
  - Manage budget

- Lockouts
  - Be available to help unlock resident’s doors during the day and overnight

- Administrative/Desk Shifts/Club House Hours
  - Work front desk during normal business hours if desk is uncovered
  - Input and keep accurate records in StarRez

- Assist in conducting monthly pest control sprays and preventative maintenance projects

- Monthly apartment inspections
  - Report any findings to the Building Manager

- Assist in performing maintenance tasks throughout the complex

- Emergency On-call
  - Be available afterhours to deal with emergency situations regarding housing
  - Respond to afterhours emergency maintenance calls
    - Fire, flood, emergency maintenance reporting
  - Be available to help with afterhours resident/roommate conflicts
    - Call UP or call Building Manager

- Assist with Fall, Summer, Spring check-in/check-out
  - 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.