

STUDENT MAINTENANCE ASSISTANT
Position Overview**FRESNO STATE**

Student Housing

Application Deadline: Monday May 9th
Application Review begins Immediately**Job Description**

The Student Maintenance Assistant works on the Fresno State campus at Fresno State Student Housing. They will work under the Facilities Coordinator and with the facilities maintenance team. **This is a year-round position including summer.**

Compensation: On-campus housing in a community double room
Platinum meal plan
\$100 monthly stipend during the academic year
\$1500 stipend (paid in \$250 amounts bi-monthly) during the summer
**meals only available when the dining hall is open*

Qualifications and Requirements

- **Must be enrolled as a student at California State University, Fresno for the current academic year**
- **Must live at Fresno State Student Housing if hired**
- **Must have fingerprint clearance (will not be cleared to work until report is received)**
- Must be at least 18 years of age
- Must be able to work 20 hours/week during the academic year & 40 hours/week during the summer
- Must be able to lift 75 lbs.
- Must be able to communicate, understand & follow directions
- General maintenance experience preferred
- Customer service experience preferred
- Knowledge of computer systems & computerized key card systems preferred

Responsibilities

- To maintain key binders.
- To make repairs to key card systems when needed.
- To assist in the preparation of resident rooms.
- To assist in the moving and lifting of furniture pieces.
- To expedite work orders in the facility buildings.
- To keep the Fresno State Student Housing grounds clean.
- To assist with janitorial cleanups.
- To take care of minor plumbing and electrical problems.
- To make keys for Summer Conference guests.
- To come out after business hours and make emergency repairs as needed.
- Share 24-hour on-call responsibilities with other student maintenance assistant.
- Other duties as assigned.

Remove this coversheet before submitting your application.

Personal Information:

Name: _____ Fresno State ID#: _____

Phone: _____ E-mail Address: _____

Permanent Address:

Street Address Apt/Suite

City State Zip Code

Local/On Campus Address:

Check this box if your Local/On Campus Address is the same as your Permanent Address.

Street Address Apt/Suite

City State Zip Code

1. Have you ever been employed at Fresno State Student Housing? (Circle One)

YES

NO

If yes, list the position(s) held and date(s) of employment:

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

3. Briefly describe any customer service experience you have provided in a volunteer or paid position:

4. Briefly describe any maintenance experience you have provided in a volunteer or paid position:

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

Scheduling

Please indicate the times you are **AVAILABLE** to work each day.

	Time
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

Explain any schedule conflicts or special situations:

References

List the names of one professional/business-related reference and one reference of your choice that 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.*

1) Name: _____ Relationship: _____

Occupation and Title: _____ Phone: () _____

2) Name: _____ Relationship: _____

Occupation and Title: _____ Phone: () _____

On a separate sheet of paper, please provide your Spring 2021 class schedule.

I certify that the information provided in this application is true and correct to the best of my knowledge.

Applicant Signature _____ **Date** _____

Email the completed application to: ernestor@mail.fresnostate.edu

**Or return the completed application to the Student Housing Office, or mail to:
Fresno State Student Housing 5152 N. Barton Avenue M/S RH 82 Fresno, CA 93740-8013**

Application deadline: Monday May 9th

If you have any questions, please email: ernestor@mail.fresnostate.edu