Campus Services Assistant

JOB PURPOSE

Perform a variety of tasks in support of campus services and functions.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Coordinate and participate in campus office moves and special event set-up.

Perform mail room and shipping/receiving duties. May deliver packages or mail as needed.

Perform duplicating services as needed.

Perform grounds, custodial, and snow removal duties as needed.

Assist with handling campus emergencies and inclement weather by responding to fire alarms, tornado sirens and directing building occupants to shelter locations.

Perform capital asset tagging and inventory tasks. May order custodial or other necessary supplies in support of campus operations.

May perform light maintenance around campus such as replacement of ceiling tiles/panels, replacement/repair of campus signage, minor building maintenance, or basic vehicle maintenance duties (washing, vacuuming interiors, fluid level checks, etc.). May coordinate scheduled maintenance and repair of campus vehicles.

Serve as backup and fills in for other campus positions during vacations, leaves, absences, etc. performing basic tasks in support of campus services and functions.

KNOWLEDGE, SKILLS, AND ABILITIES

May require the ability to use a computer.

Ability to be flexible and manage priorities as needed.

Ability to work in a safe and efficient manner.

Ability to assist with custodial, grounds and light maintenance tasks.

MINIMUM REQUIREMENTS

Education: High school diploma or GED.

Experience: One year experience in light maintenance, custodial work or related area.
Licenses/Certifications:

PHYSICAL REQUIREMENTS

Sitting, standing, walking, climbing ladders, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, lifting/carrying up to 50 lbs. numerous times per shift, fingering, talking, hearing, and seeing.

WORKING CONDITIONS

Spends most time indoors with possible exposure to extreme hot or cold temperatures for one hour plus. Possible exposure to distraction/uncomfortable noise levels and vibration of body or extremities. Risk of bodily injury from mechanical parts, electricity, etc. Possible exposure to fumes, odors, etc. that may affect respiration and skin.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

A person with a disability who is pursuing employment opportunities with Indiana University and wishes to discuss minimum requirement accommodations should contact the campus HR office.