Facilities Assistant

POSITION DESCRIPTION
Job duties include: hanging pictures and other items, small repairs like tightening screws, patching walls and small painting projects, replacing damaged casters on carts, cutting boards to the required size, maintain cleanliness of the facilities work shop, periodically take out trash and sweep the floor, replace the spent light bulbs throughout the building, repair bulletin boards and hang up the banners if necessary, replace damaged ceiling tiles, repair office furniture if required and repair carpet. Move heavy items from one location to other. Follows safety procedures. Performs other assigned duties.

HUMAN RESOURCES DETAILS
- **Shifts:** 8-12 hours/week • Mornings, evenings, and weekends available
- **Starting Wage:** $8.25/hour
- **Reports To:** Facilities Student Supervisor, Facilities Manager

ESSENTIAL FUNCTIONS
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MINIMUM SKILLS AND QUALIFICATIONS
- Current Northwestern University Undergraduate Student
- Physically capable of performing required tasks
- Dependable, responsible and self-disciplined
- Pays attention to detail