



## NORRIS FACILITIES ASSISTANT

### POSITION DESCRIPTION

The Facilities Assistant at the Norris University Center will be responsible for ensuring the smooth operation and maintenance of the 160,000 square foot center's facilities and equipment. This includes performing routine maintenance tasks, providing customer service to students and staff, and assisting with larger projects. The ideal candidate will have excellent communication and organizational skills and be able to work independently as well as part of a team.

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### HUMAN RESOURCES DETAILS

**SHIFTS:** 6-12 hours/week  
Weekdays between 8:00 AM - 4:00 PM

**STARTING WAGE:** \$13.35/hour

**REPORTS TO:** Facilities Supervisor, Facilities Manager

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### ESSENTIAL FUNCTIONS

**ROUTINE MAINTENANCE:** Perform and identify routine maintenance tasks, including changing light bulbs, replacing carpets, hanging pictures, servicing food service equipment, and assisting with larger repairs.

**COMMUNICATION:** Strategizing with team members to divide work efficiently, ideating solutions to problems, and responding to maintenance requests.

**SAFETY & SECURITY:** Ensure the safety and security of yourself, team members, and Norris patrons.

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### MINIMUM SKILLS & QUALIFICATIONS

- Current Northwestern University Undergraduate Student
- Interest in facility operations or engineering is required, prior experience is preferred
- Ability to lift and move heavy objects (up to 50 pounds)
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team