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| **POSTING DETAILS** |  |
| Posting Number: | 0010 |
| Position Title: | Part-time Temporary Patriot Hall Assistant |
| Reports To: | Dean of Transfer Education/Manager of College Store |
| DBM: |  |
| Type of Position: | PT Temp |
| Assignment Description: | Part-time temporary positions are available in many departments on campus. Hours can vary depending on the specific assignment, but in no case can a part-time temporary employee work more than 600 hours in a fiscal year.  Successful candidates must be able to pass a criminal background check. |
| Salary: | $13.50 hourly for entry level |
| Type of Benefits: |  |
| Other Benefits (if applicable): |  |
| Department: | College Services |
| Job Summary/Basic Function: | Under supervision, assists and monitors usage of Patriot Hall during business hours which includes weekdays, evenings, and weekends. |
| Essential Duties: | 1. Check in users of Patriot Hall per College approved processes.  2. Assist and monitors usage of Patriot Hall and equipment within by students and others.  3. Move throughout Patriot Hall and visually inspect areas during regular walk-throughs when on shift to assist and monitor for safety, usage issues and cleanliness.  4. Stay alert for emergencies in the building and responds appropriately.  5. Responsible for securing building after opening and before closing and lock up facility depending on shift.  6. Support a positive and healthy fitness environment.  7. Keep fitness floor free from obstructions and ensure equipment is in proper location.  8. As assigned or as needed, will be tasked with light cleaning duties.  9. Conduct facility tours when requested and respond to basic questions regarding the facility.  10. Understand and reinforce building/facility policies and procedures.  11. May be tasked with check in and out equipment.  12. Performs other duties of a similar nature or level. |
| **MINIMUM QUALIFICATIONS** |  |
| Education and Experience: | 1. High School diploma or equivalent.  2. Possess or ability to obtain immediately a First Aid/CPR/AED certification (training available)  3. Ability to utilize computers and software programs on a daily basis for essential tasks. It is also required of every employee to be able to: use a computer terminal to log in to e-mail; read and create e-mail messages; access the intranet system to find and complete forms and read institutional documents; access the internet and the College's web site; use the calendaring function of the College's e-mail system; and utilize department specific data entry and/or work order software to facilitate departmental tasks.  4. Skill in communications, interpersonal skills sufficient to receive work direction and inform supervisor of problems/emergency situations as needed.  5. Skill in communications, interpersonal skills sufficient to receive work direction and inform supervisor of problems/emergency situations as needed  6. Ability to learn about equipment in facility to assist users  7. Availability to work shifts that may be early morning, evening, or weekend hours |
| Knowledge, Skills and Abilities Required: |  |
| Desirable Qualifications: |  |
| Physical Requirements: | 1. Must be able to lift items up to 30lbs  2. Must be able to travel frequently by walking up and down stairs throughout shift |
| Posting Date: | 06-02-2017 |
| Special Instructions to Applicants: | Applicants are welcome to attach any documents that will provide evidence of the applicant's ability to do the job.  VETERAN'S PREFERENCE: In order to establish veteran preference, please upload completed Form DD214 (per OAR 839-006-0445 and OAR 839-006-0450(3)) in Other Documents area. If you wish to be considered for Disabled Veteran's Preference, please upload your DD215. |
| **TO APPLY, PLEASE SUBMIT THE FOLLOWING:** |  |
| Optional Applicant Documents: | Resume  Cover Letter  Other Document |
| Required Applicant Documents: |  |
| **CLOSING DATE:** | Open Until Filled |