

STUDENT JOB DESCRIPTIONS
Western Carolina University
Department of Residential Living

OFFICE ASSISTANT (Up to 20 hours per week)

Responsibilities: basic office duties; answering telephone; typing, filing; making photocopies; computer work to include letters, notices, spreadsheets and databases; taking and relaying messages; customer services including answering questions of students, parents and administrators; running errands; preparing large mailings; and other tasks as assigned.

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**RESIDENTIAL FACILITIES TECHNICIAN (Up to 20 hours per week)**

**Responsibilities:** performing tasks necessary for maintenance of residence halls, including, but not limited to furniture/furnishing repair; baseboard and ceiling tile replacement/repair; installation and repair of Venetian blinds; light bulb replacement; moving furniture; conducting inventory; manufacturing and repairing window screens.

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RESIDENTIAL FACILITIES PAINT CREW (Up to 20 hours per week)

Responsibilities: performing all tasks associated with the preparation and painting of interior masonry of residential facilities, as well as clean-up of same. Painting experience is not required, but preferred.

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**HOUSEKEEPING ASSISTANT (Up to 20 hours per week)**

**Responsibilities:** assist in the maintenance of all public areas of the residence halls, including, but not limited to vacuuming public areas, sweeping and mopping of stairwells and dusting. During summer clean-up, assist in stripping, waxing and buffing floors; changing out of mattresses, etc.

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While employed by the Department of Residential Living, it is expected that you follow the guidelines of Western Carolina University and Department of Residential Living policies and regulations.

If you have any questions, please feel free to contact us at:

Western Carolina University
The Department of Residential Living
1st West Scott Hall
159 West University Way
Cullowhee, North Carolina 28723
828-227-7303
Monday through Friday, 8:00 AM to 5:00 PM

Briefly describe any experiences or skills you have had which are relevant to the position(s) for which you have applied.

In addition to listing your work references below, we are requesting a letter of reference from a previous employer or of character from a professor, advisor, coach, family friend or Church.

Work References

Place of Employment:	Supervisor's Name:	Address:	Phone:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you ever been fired or received any disciplinary action regarding previous employment? _____
If yes, explain fully on an additional sheet. Yes or No

Have you ever been convicted of an offense against the law other than a minor traffic violation? _____
If yes, explain fully on an additional sheet. Yes or No

(A conviction does not mean you cannot be hired. The offense, how recently you were convicted, and other relevant matters will be evaluated in relation to the job for which you are applying.)

By signing below, I certify that the above information is correct and complete. My signature grants permission for the Department of Residential to access my educational records in order to verify information (check grades, disciplinary history, schedules) and process my application.

Applicant's Signature

Date

For Residential Living Use Only

Records Check: Academic S U Conduct S U

Interview Date	Time	Interviewer	Comments

Additional Comments:

Reference Comments:

