

## **Student Housing Assistant**

**Posting Date:** 12/13/2024

**Classification:** Work-study – 5 positions Spring 2025 semester

**Description:** Primary responsibilities shall be, but are not limited to the following: 1) Work closely with staff and students to maintain good customer service; 2) Be available to unlock doors for housing students; 3) Help housing students with their mailboxes; 4) Collect, sort, and disperse mail/parcels to student residents; 5) Distribute fliers and other information to residents of Thunderbird Village; 6) Assist housing staff with activities and fire drills; 7) Be available to assist with move-in and move-out; 9) Confidentiality is required with the position.

**Pay Rate:** \$12.00 per hour and up to 20 hours per week, as is approved through financial aid.

**To Apply:** To schedule an interview, please contact Eric Garcia, Asst. Housing Coordinator at Carroll Leavell Student Apartment Lobby/Office 575-492-4735

**Application Deadline:** Open until filled