

<b>Department:</b> Facilities	<b>Supervisor:</b> Romy Subaba
<b>Job Title:</b> Summer Student Assistant – Facilities (FWS/Non-FWS)	<b>Hours to be Worked:</b> up to 20-40/hours a week
<b>Pay Level:</b> 1	<b>Hourly Pay Rate:</b> \$15.00/hr

**Job Summary (purpose of nature of work):** Under the direction of Facilities Director, his/her designee and the Materials and Stores Specialist, student will assist warehouse staff in a variety of duties, including but not limited to receiving, tracking and delivery of goods and supplies to the campus community.

**Job Duties:**

- Receiving, logging and delivering of supplies and materials
- Provides semi-skilled assistance to skilled tradesmen
- Occasional pick up of parts and materials
- Assist in maintaining cleanliness of fleet vehicles
- Other duties as assigned

**Required (or Preferred) Skills, Knowledge, and Abilities:**

- Must be reliable
- Some knowledge of general warehouse practices
- Ability to lift 50 lbs.
- Valid California, Class C Driver's license.
- Defensive Driver's Training Course completed or completed once hired.

**Background Check:** Satisfactory completion of a background check (including a criminal records check and DMV check) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.