

Operations Crew
Office of Residence Life & Housing
Position Description



Position Overview

The Operations Crew is an integral position in the Residence Life program. The Operations Crew is student staff position working in residence halls to assist the professional staff in providing basic custodial duties and in maintaining and preparing for events hosted in the Residence Halls. The Residence Life and Housing Department encourages all qualified residents to apply. The invitation to apply is inclusive and is not limited by ethnicity, age, gender, religious preference, sexual orientation, or physical ability.

Requirements

1. Cumulative and semester GPAs of 2.0, which must be maintained while employed as a member of the Operations Crew.

Preferred Skills

Preference will be given to those candidates who demonstrate exemplary skills in the following areas:

- Detail Oriented
- Critical Thinking
- Time Management

Job Expectations

The following job expectations are outlined to assist student staff in their endeavors to be academically, personally, and professionally successful.

Residential Support

- Assisting with set-up, cleaning, and maintenance of the event spaces located in the residence halls, primarily the Legacy Multipurpose Room
- Available to assist with scheduled and spontaneous event set up throughout the week.
- Assisting and accompanying professional staff with routine maintenance and cleaning of the event spaces as well as maintaining an inventory of all supplies and equipment in these spaces.
- Assisting and accompanying professional staff on custodial calls, and with cleaning and maintenance of unoccupied student residence
- Reporting major cleaning, maintenance issues to supervisor
- Cleaning of Common Areas (student bathrooms, lounges, common areas, hallways, stairwells, etc.)
- Complete work orders as assigned
- Maintain a sense of professionalism while interacting with students, staff, MSU employees, MSU services, guests, and all other stakeholders
- Respond to supervisor and department communication in an appropriate and timely manner as instructed via supervisor or departmental guidelines
- Function as a member of the staff team
- Miscellaneous duties as assigned

Active involvement is required in the following:

Staff training (pre-semester and ongoing workshops) and other meetings as identified by the department or supervisor

Remuneration

- Housing fees waved during Early Move-In in August
- Operations Crew are considered student employees who are paid an hourly rate at least equal to the current hourly federal minimum wage.
- Before accepting employment, foreign national student employees must also process through the International Services Office (ISO) to verify their status and eligibility to work.
- Work-Study eligible students are accepted.