

Operations Assistant Position Description

Title: Marketing and Programs Assistant Position

Supervisor: Manager, Marketing

Pay Rate: \$8.25 - \$8.50/hour

Hours of Work: 20 Hours per week. Additional hours may be available during University break times and summer months.

General Responsibilities:

The Student Centers Operations Assistant Operations are responsible for facility inspections, assisting with maintenance work orders/issues, assisting with key/building access, golf cart maintenance/checks, furniture and property management inventory and significant other duties as assigned.

Specific Duties:

- Provide quality customer service to diverse Student Centers patrons
- Provide way-finding services for Student Centers facilities and UH campus
- Facilities maintenance/custodial inspections as determined by Manager for Facilities and Operations
- Perform routine golf cart inspections, trainings and processing paperwork
- Provide card access to Keywatcher boxes for student employees, student leaders and staff
- Provide additional event support as needed
- Other duties as assigned

Qualifications:

- Currently is enrolled in good standing at the University of Houston main campus.
- Professional etiquette and communication skills including: time management, answering phone calls, email communication, and verbal communication
- Customer service experience preferred
- Able to lift 20 lbs.
- Responsible, efficient, and flexible.
- Available to work 15 – 20 hours weekly.
- Able to work and interact within a diverse population of patrons