

## HFS Student Employee Job Description

**Working Title:** Housing Facilities Services Student Employee - Material Moving Workers

**Classification:** All

**Position Summary:** This position requires extensive physical activity, strenuous physical work, heavy lifting, and pushing or pulling required objects over 50 pounds. Will assist in the warehouse and occasionally assist the HFS Moving Crew with the transportation of goods, supplies, residence hall furniture, office equipment and related items within the university campus and off campus as needed. Must be able to operate vehicles as required to facilitate loading, unloading and transport of materials to various locations. Routinely interacts with all constituents in the campus community.

**Compensation:** \$8.00 - \$10.00/hour

**Supervisor:** Lisa Marie Martinez

### **Qualifications:**

- 1) Currently enrolled at Texas State University
- 2) A minimum overall GPA of 2.25
- 3) Ability to meet deadlines and work independently
- 4) Attention to detail and ability to problem solve
- 5) Availability to continue working during the summer is preferred
- 6) Strong organizational and communication skills
- 7) All staff hired must pass required background checks and be eligible to drive university vehicles/golf carts

### **Responsibilities:**

- 1) Loads and unloads goods and related materials onto and off trucks, ensuring that appropriate padding and ropes are used to prevent damage.
- 2) Operates mechanical lift gates, pallet jacks and mechanical platforms to facilitate loading and unloading of materials, as appropriate to the area of operation.
- 3) Operates a pick-up truck in the transportation of moving materials, as necessary.
- 4) Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
- 5) May perform general administrative desk duties and trash removal tasks.
- 6) May serve as the main contact person in communications with customers regarding work orders.
- 7) Performs miscellaneous job-related duties as assigned.

#### HOUSING & RESIDENTIAL LIFE

601 University Drive | DHRL | San Marcos, Texas 78666-4684

phone: 512.245.4663 | fax: 512.245.7619 | [WWW.RESLIFE.TXSTATE.EDU](http://WWW.RESLIFE.TXSTATE.EDU)

*This letter is an electronic communication from Texas State University.*