

FACILITIES ASSISTANT

Approximately 20-25 hours per week Monday – Friday, during the hours of 8 AM to 5 PM. Although rare, there may be times when the ability to work a flexible work schedule will be needed.

Pay: 11.00 per hour

Job Summary:

This position will ensure event scheduling, fleet management, and facilities coordination are completed in a timely, accurate, and professional manner for all locations operated by the Southwest Technical College.

Qualifications:

Graduation from high school or equivalent, with some college preferred. Related experience is desired, but not required, and a positive, self-motivated attitude is critical.

Have a working knowledge of computers, with experience in Microsoft Word and Excel programs. Be detail oriented, with the ability to handle multiple responsibilities and meet specific deadlines. Be a problem solver, with the ability to identify both problems and solutions, and then take the appropriate action. Have a can-do attitude, and help streamline processes when necessary to ensure the facilities department increases in efficiency and reduces waste (financial & time). Be self-directed, with the ability to work with limited supervision. Have the ability to prioritize responsibilities and tasks to meet the changing demands of the department. Be a quick learner; accepting the challenge to learn new approaches and processes when the situation arises.

Have the ability to communicate effectively; to develop effective team working relationships with supervisors, co-workers, students, and the public to accomplish the College Mission; to work independently and manage work assignments in a highly interpersonal contact environment; to deal effectively with stress caused by work load and time deadlines. Must pass a criminal background check.

This position requires the applicant to work at a desk, with some non-office related work.

APPLICATION MATERIALS:

- Southwest Tech job application
- Resume

Please submit application and resume to Vickie at vquinney@stech.edu