STUDENT FACILITIES COORDINATOR
POSITION DESCRIPTION

Position Overview
The Student Facilities Coordinator for Facilities & Operations reports to the Administrative Associate. Responsibilities include but are not limited to set-up and breakdown of multi-purpose rooms for scheduled events. Performs and assists with minor furniture repairs; furniture moving; bulletin boards installation; replacement of vinyl door signage and other various building tasks. Performs and assists with daily construction/renovation project site visits; taking detailed notes of progress and other items accordingly. Performs and assists with daily walk-thru/inspection of buildings and rooms. Performs tasks that follow well-established procedures requiring limited judgment as assigned by supervisors, drives a university vehicle for a variety of facilities tasks. Some tasks may be labor intensive. Other duties as assigned by supervisor.

Learning Outcomes
- Customer Service
  - Provide quality customer service to students, staff, and other stakeholders
- Problem Solving
  - Synthesize information to effectively respond to problems or issues as they arise
- Independence
  - Effectively work with autonomy
- Communication
  - Demonstrate effective professional communication skills
- Critical Thinking
  - Synthesize information to effectively respond to customer questions or needs

Essential Position Functions and Terms of Employment
Performs general duties for the Administrative Associate, Facilities Coordinators and Facilities Construction Project Manager as requested.

Always presents a positive image for Texas A&M University and is attentive when responding to customer questions or concerns. Completes all mandatory trainings during the timeframe allotted.

Is dependable and reports to work on time. Frequent tardiness and/or “no shows” will be considered grounds for termination, after one verbal and one written warning.

Is able to think critically, works independently with limited supervision, and has the personal initiative to generate and complete tasks as well as follows verbal and written directions from staff and supervisors.

Follows all policies & procedures enforced by the Department of Residence Life.

Possesses basic knowledge of hand and shop tools used in building trades. Has working knowledge of basic moving equipment such as dollies and lifts.

Is able to use both hands, sits, lifts/carries/pushes/pulls (moderate weight), bends/stoops, uses some power tools, and possibly other maintenance equipment in order to accomplish position tasks.

Works in confined areas, exposure to: weather and temperatures, potential allergenic/irritant conditions, possible hazardous chemicals, noise exposure to tools, vibration of tools.

Has a valid driver’s license and good driving record. Must be able to obtain State of Texas class “C” vehicle operator’s license within 30 days of employment.

Student employees may not work hours during which their classes are scheduled.

Requirements
High school graduation or any equivalent combination of training and experience.
Accountability Policy

You will be held accountable for your actions or lack thereof, including both positive and negative actions. It is important to follow all rules, policies, and expectations of the position you have accepted. The following policy outlines some, but not all, accountability measures. Additionally, this policy outlines a progressive discipline and accountability model that an employee would typically follow given some of the examples in this policy. However, the severity of the situation or behavior of the employee may warrant immediate progression to a more severe measure, up to and including termination, without having been provided a lesser measure previously. The severity of the measure will be determined by the supervisor in consultation with the HR Coordinator, if necessary.

NOTES

The supervisor will keep notes on each staff member regarding his or her performance throughout the year. These notes will be used to praise good work, address concerns, and to provide an accurate representation of the employee’s performance on the annual evaluation. You may request to see your notes at any point. These notes may be kept in a variety of formats.

WARNING

A Warning may be issued by the supervisor as necessary for violating job responsibilities/expectations and/or policies. This is a reminder which will state the reason for the Warning. Note of this Warning will be documented within your Notes for future reference. Some actions that could result in a Warning include but are not limited to: 1st time being late to a shift or leaving early without approval of the supervisor, 1st time failing to complete job responsibilities during a shift, 1st time having a visitor at the desk without approval, etc.

REPRIMAND

A Reprimand is a memo or form that states the specific inappropriate actions or decisions, will include specific, quantifiable expectations for improved performance, and a specified time period for significant improvement to be made. If no significant improvements are seen within the specified period, Termination or Probation may result. This Reprimand may include a probationary period with the expectation of marked improved performance. A copy of the Reprimand will be provided to you and a copy will be placed in your personnel file. Some actions that could result in a Reprimand include but are not limited to: your 2nd time being late to a shift or leaving early without the approval of the supervisor, your 2nd time having a visitor at the desk without approval, your 1st time missing a shift, repeating behaviors that resulted in a Warning, etc.

PROBATION

A period of time determined by the supervisor based upon the severity of the situation, during which your performance will be monitored for marked improvement. This will include a letter or form provided to you and placed in your personnel file that outlines the specific inappropriate actions or decisions. Some actions that could result in Probation include but are not limited to: your 3rd time being late to a shift or leaving early without the approval of the supervisor, your 3rd time having a visitor at the desk without approval, your 2nd missed shift, repeating behaviors that resulted in a Reprimand, falling below the required GPR, etc.

TERMINATION

Depending on the severity of the issue, Termination typically comes as a final solution after multiple infractions, though it can occur immediately, without any or all of the above actions. Some actions that could result in Termination include but are not limited to: your 4th time being late to a shift or leaving early without the approval of the supervisor, your 3rd missed shift, insubordination while on probation, risking the safety and security of students in the space, inappropriately using keys and/or equipment, repeating behaviors that resulted in Probation, etc.