## 

**Student Employment**

**Title: College – Operations Student Worker**

**Student Supervisor: Executive Director of Operations**

**Hiring Manager Contact: Tina Kramer - tina.kramer@salem.edu**

**Position Status: *Part-Time***

**Classification: Non-Exempt**

**Reviewed/Revised: *June 2024***

**Per hour rate: $10/hour - not to exceed 12 hours per week**

**About Salem Academy and College**

Salem Academy and College is the oldest continuously operating educational institution for girls and women in the country. Since 1772, the institution has engaged in transformational change to innovate women’s education. Founded with the mission of making education accessible to all, Salem has a rich 252-year-old history and a long-standing track record of educating students who are prepared to make a bold impact locally, nationally and globally through liberal arts education. Our graduates are committed to making the world a better, healthier and more equitable place. Salem College is the nation’s only liberal arts college exclusively dedicated to developing the next generation of health leaders.

**Position Summary**

Under the general direction of the Executive Director of Operations, as an essential employee, the Operations Student Worker will be assigned to one of the four departments within Operations (Grounds, Custodial, Mail Services, and Maintenance) as needed. While assigned to a department, the Operations Student Worker will report to the supervisor/lead of each respective department while performing assigned work. Once assigned, the Operations Student Worker will commonly provide routine grounds maintenance, housekeeping, mail services, maintenance functions, and any other duties assigned. Operations Student Workers must be physically able to perform tasks appropriately.

**Essential Duties and Responsibilities**

* Works cooperatively and effectively with all members of the department, and other campus constituencies.
* Keeps the buildings and property in clean and orderly condition.
* Performs essential tasks, functions and responsibilities for routine grounds, custodial, mail services and maintenance activities.
* Drives campus vehicles & small equipment required to perform or travel to the worksite.
* Notifies managers regarding the need for repairs or additions to buildings
* Reports needs and concerns to supervisor/appropriate staff, which may include submitting or recommending work orders and checking supply levels within on-campus buildings and residence halls; responsible for reporting concerns related to on-campus residents.
* Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
* May assist or perform activities and minor work, such as weeding, planting, replacing light bulbs, moving furniture, basic office & dorm room cleaning, setup/teardown of events, mail delivery and other similar activities.
* Ability to work rotating shifts, weekends, holidays, during inclement weather, and during other circumstances requiring operations staff.
* Performs other tasks, duties, and responsibilities as assigned.

**Required Qualifications**

* Valid driver's license.
* High school diploma or equivalent
* Minimal experience in operations preferred

**Physical Functions (Describe in Paragraph Form)**

While performing the responsibilities of the **Operations Student Worker,** the employee is required to sit for varying lengths of time; bend, squat, reach, lift, push, and pull up to 50 pounds up to 70% of the time; regularly stand, walk, kneel and ascend/descend stairs; physically able to operate the equipment required to perform duties; ability to lift heavy objects, climb ladders, and work at heights; work in an indoor/outdoor environment subject to changing temperatures; work environment involves some exposure to hazards or physical risks, which require following basic safety precautions; work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises; perceive sounds at normal speaking levels with or without correction; receive detailed information through oral communication; and express and exchange ideas by means of spoken word.

*Salem College is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, national origin, age, religion, disability status, sex, sexual orientation, gender identity, veteran status, pregnancy, or any other characteristic protected by law.*

*Print Name Employee Signature Date*