**STUDENT WORKER**
**FACILITIES MANAGEMENT OFFICE**

**Department Name and Contact Information:**
Facilities Management Office, College of Engineering, Office of the Dean
3200 Patrick F. Taylor Hall

**Supervisor and Contact Information:**
Roy Hernandez, COE Facilities Coordinator
rherna5@lsu.edu
3200 Patrick F. Taylor Hall
225-578 - 9185

**General Job Description:**
*First and foremost your main duty is being a student.* At no time will a student be on the clock when he/she is supposed to be in a class. Eligible applicants must be a full time student, and must maintain passing grades to continue to work for this department. Student workers must wear closed toed shoes and wear personal protective equipment when working with tools. If hired, the student will be required to watch safety training videos to prevent workplace accidents. Rate of pay: Begins at $ 8.00/ hour.

**Job responsibilities and requirements include but not limited to:**

1. **Light office work:**
   i. Filing
   ii. Running errands
   iii. Answering phones

2. **Must be able to:**
   i. Use light/general tools such as drills, screwdrivers, and pliers
   ii. Lift a minimum of 50 lbs
   iii. Use moving equipment such as dollies and carts to move filing cabinets, desk, bookshelves, etc.
   iv. Drive a golf cart safely
   v. Accurately take measurements

3. **Event set up and clean up**

4. **General assistance to all Departments, Faculty, staff and Students within the College of Engineering**

**Hours required:**
Generally, mornings are more favorable but no specific hours are required. Student workers must meet a minimum of 15 hours per week, and cannot exceed 20 hours in that same week. Work hours are between the times of 8 a.m. – 4:30 p.m. Occasionally, there may be some opportunities to work outside the standard work hours.

Once hired, the student will submit their class schedule and a preferred work schedule to the supervisor. The student is expected to be at work at the times designated by their preferred work schedule. If the student cannot come to work during the agreed upon times, he/she must inform the supervisor before they are scheduled to work.