

Job Title: Student Assistant – Facilities / MicroFridge

Department: University Housing & Dining Services (UHDS) – Western Illinois University

Position Overview:

University Housing & Dining Services is seeking a reliable and motivated Student Assistant to support Facilities operations and the MicroFridge program. This position assists with deliveries, inventory, equipment maintenance, and general support for residence hall operations.

Key Responsibilities:

- Run campus errands, deliver supplies and equipment to residence halls
- Assist with furniture moves, facilities-related tasks
- Inspect, clean, and help maintain MicroFridges and assist with miscellaneous duties
- Assist with UHDS inventory and record keeping
- Provide excellent customer service to students and staff
- Drive university vehicles to complete assigned tasks

Required Qualifications:

- Full-time WIU student in good academic and disciplinary standing
- Ability to lift up to 50 lbs and perform physical tasks (bending, lifting, walking)
- Strong communication and organizational skills
- Valid driver's license and ability to be certified to drive university vehicles
- Ability to use basic office equipment and maintain accurate records

Preferred Qualifications:

- Ability to work up to 20–28 hours per week
- Experience working in residence halls or campus housing
- On-campus resident preferred
- Ability to work in a flexible, team-oriented environment

Work Schedule:

Up to **20 hours per week during the academic year** and **up to 40 hours per week during break periods**.

Equal Opportunity Statement:

Western Illinois University is an equal opportunity educational institution.