

UC Buildings and Grounds Superintendent Student Intern

Department: James R. Connor University Center

Reports To: Buildings and Grounds Superintendent/ Custodial Services Supervisor

Hours per week: Approximately 10-15 – M-F

Starting Wage: \$9.25 per hour

High Impact Practice – By incorporating classroom learning into hands-on work experiences as well as providing supervision and coaching, students gain the necessary tools to grow and contribute as professionals. This engagement leads to increased rates of retention, graduation, and job placement.

Position Summary

The UC Buildings and Grounds Superintendent Student Assistant has the responsibility to assist the UC Buildings and Grounds Superintendent in overseeing the maintenance functions of the UC, Drumlin, Esker, and Moraine. No day is exactly the same in this position and this individual must be a self-starter and possess the ability to work on multiple tasks at once.

Tasks (and Corresponding LEAP Essential Learning Outcomes)

Intellectual and Practical Skills

- Acquires knowledge regarding the use of the TMA system to create Work Orders, track outstanding Work Orders, and close out completed Work Orders
- Assists in tracking bids and processing invoices
- Works hand-in-hand with the UC Buildings and Grounds Superintendent to determine the best options for the University Center
- Assists with inspections to ensure both building and grounds are being maintained to high standards
- Demonstrates good time management by arriving to work, programs, and meetings on time

Personal and Social Responsibility

- Participates in comprehensive safety surveys and building condition tours on an on-going basis
- Participates in UC Student Employment programs
- Lives the UC brand image through the 6 Keys of Exceptional Customer Service
 - *Smile and Greet, Appearance, Competence/Knowledge, Communicate, Go the Extra Mile, Say “Thank You” and “You’re Welcome”*

Integrative and Applied Learning

- Assists with budget tracking and planning
- Gains exposure to some of the various university-wide financial rules
- Learns how to use the WISDM system to budget and track purchases, compiling cumulative year-to-date information
- Performs other tasks as assigned by the UC Buildings and Grounds Superintendent
- Evaluates, updates, and implements current office procedures

Knowledge of Human Cultures and the Physical and Natural World

- Shadows and learns the daily operations of how to successfully run the buildings and grounds of the University Center
- Works with other students and full-time staff within normal duties and on special committees and assignments
- Works collaboratively with UC departments

Required Skills and Abilities

- Must be proficient with Microsoft Office Excel, Word and other software programs

Minimum Qualifications

- Must be a registered UW-Whitewater student enrolled at least half time
- Must maintain an overall GPA of 2.0

Both Work Study and Regular Pay candidates will be considered.

UW-Whitewater is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified UW-Whitewater students to apply.

Contact Information

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