



### Student- Position Vacancy

**Type:** Custodian

**Location:** Facilities Office

**Contact:** Mark Boyce - Office Administrator

**Hours Per Week:** 5-10

**Positions Available:**

- 4 day shifts (MWF or every other day)
- 10-15 night shifts (Weeknights 7pm-9pm)

#### JOB DESCRIPTION:

- Responsible for cleaning buildings and dorms campus wide
- Interact and assist the students, faculty, and staff
- Employees will perform a variety of tasks both indoors and outdoors

#### QUALIFICATIONS

- General housekeeping experience desired
- Must be personable and have attention to detail
- Communication and Customer skills: verbal and written
- Self-motivated and ability to work independently
- Willingness to learn new skills

**INTERVIEWS:** Availability must coincide with office needs. Only selected candidates will be contacted for interviews. Must be in good academic standing. If hired, a Confidentiality Statement will be required.

#### **TO APPLY:**

Applicants must email a resume to Mark Boyce @ [mboyce@paulsmiths.edu](mailto:mboyce@paulsmiths.edu)

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