



Position Announcement

**Western Connecticut State University
Facilities – Fleet Operations
University Assistant
Part Time – 19 hours per week**

Western Connecticut State University's is accepting applications for a part-time 19 hour per week University Assistant to work in our Facilities – Fleet Operations area.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, members of LGBTQIA and BIPOC communities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. WCSU is honored to be awarded the federal designation as a Hispanic Serving Institution (HSI). This accomplishment marks a pivotal moment in our progress toward fostering diversity, equity, and inclusion within our campus community.

The Facilities Operations operates as one unit utilizing the diverse multi-disciplines and talents within the group to facilitate and ensure all operational standards, customer service and satisfaction are met on a daily basis. Continually identifying and upgrading areas that enhance the overall functionality and transforming the university into a state-of-the-art classroom facility. Information on the department may be found on www.wcsu.edu/facilities-ops/. Information on the University may be found on www.wcsu.edu.

The University Assistant's primary responsibility will be to assist the Facilities Operations Dept. with the repair, service, and required documentation of all university vehicles, scissor lifts, and golf carts.

Responsibilities will include:

- Data entry into Excel spreadsheet to record mileage (required by State Auditors)
- Assist Fleet Manager with all documentation pertaining to mileage, titles, certificates, emissions testing, repair of university vehicles, lifts, and golf carts.
- Acquire vehicle inspection sheets and report any issues to the Fleet Manager.
- Drop off and pick up vehicles from contractor locations.
- Coordinate repair services, parts, emissions testing, and cleaning of vehicles, lifts, and golf carts with approved local contractors and towing companies.
- Create work orders in SchoolDude work order system to track expenses per vehicle.
- Provide dept. Supervisors with mileage and inspection sheets per vehicle monthly.
- Monthly communication to dept. Supervisors to acquire inspection and mileage sheets.
- Communicate with staff about repair schedules, using alternative vehicles, etc.
- Purchase supplies such as wiper blades, window cleaning fluid, batteries, engine oil.
- Assist Fleet Manager with DMV vehicle registrations.
- Coordinate vehicle surplus and transfer of title and communicate with Asset Management for addition or removal of vehicles.



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- Assist Fleet Manager with acquiring quotes and documentation for the purchase and or lease of new vehicles.

Qualifications:

- Must possess a high school diploma.
- Must possess a valid driver's license.
- Must possess a working knowledge of Microsoft Office Suite, including Word, Excel, Outlook & Teams.
- Must be detailed oriented.

Work Hours: This is an in-person 19 hour per week assignment and will not work remotely. Work hours will be Monday – Fridays between the hours of 8:00 a.m. – 5:00 p.m. with the exact work schedule to be determined at time of hire.

Salary & Benefits: \$21.00 per hour. Information on benefits may be found on the Human Resources website: www.wcsu.edu/hr/benefits/ Please note there are no paid benefits for this position. All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration and Control Act (IRCA) and the successful passing of a background check. WCSU is committed to providing a safe campus community. Background investigations include reference checks and criminal history record checks.

As WCSU is a dynamic, diverse workplace, the proven ability to work effectively with people from a variety of backgrounds and cultures is highly valued.

Application Process: Prospective candidates must submit a cover letter, which includes the contact information for (3) current professional references and a resume. Questions may be directed to hrpositions@wcsu.edu – please reference Facilities Fleet UA in subject line. Application review will begin immediately and continue until the position has been filled.

To apply, submit your materials to:

<https://westernconnecticutstateuniversity.applytojob.com/apply/wtpTQkeRUU/Facilities-Fleet-Operations-University-Assistant>

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