

## CO-OP STUDENT PLACEMENT OPPORTUNITY

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<b>POSITION TITLE:</b>	Facilities Services Assistant (Relates to Administrative, Facility Maintenance, Health, Safety, Environment)
<b>DEPARTMENT/DIVISION:</b>	Community Services/Facilities, Fleet and Energy Management
<b>SUPERVISOR:</b>	Karen Pasko – Planning and Research Analyst
<b>LOCATION:</b>	Facilities Services – 155 Front St (2 <sup>nd</sup> Floor), may need to work at other facilities  (will begin and end day at same facility)
<b>NUMBER OF POSITIONS AVAILABLE:</b>	1
<b>PREFERRED TIME OF DAY:</b>	Morning

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### GENERAL DUTIES:

- Assist in reviewing and updating documents, databases, reports, policies and procedures, facility maintenance programs
- Organizing and filing documents and
- Assist with office administration duties

### POSITION QUALIFICATIONS:

- Must be highly motivated
- Must work well in a team environment
- Must be able to work with minimal supervision
- Must be proficient in the use of computers and current related software (Word, Excel, and Internet)
- Provide transportation to various locations (begin and end day in same location)

Business casual office attire required.