

Job Description
Carroll University
Residence Life and Housing – Resident Building Assistant
100 N. East Avenue
Waukesha, WI 53186

Purpose of the Job:

The Resident Building Assistant (RBA) will assist the custodial department in facilitating a safe and healthy living environment for residents and visitors to the residence halls. RBAs are required to complete tasks listed below in the time allotted (approximately 8-10 hours per week).

Duties and Responsibilities:

- Taking garbage and recycling out twice daily from common areas including but not limited to: lounges, kitchens, laundry rooms, etc.
- Vacuuming floors and lounges daily
- Vacuuming/sweeping stairwells, wiping down railings, and dusting
- Shoveling snow during the winter months
- General pick up of trash found around the building
- Inform supervisor of possible policy violations found while performing duties
- Tracking monthly hours spent working via designated spreadsheets
- Attend training meetings, building floor meetings and RBA staff meetings as necessary

Job Qualifications:

- Must be a full-time student
- Ability to perform duties with deadlines
- Good time management skills
- Stewardship of Carroll's facilities
- Strong communication skills
- Problem solver
- Familiarity with custodial work
- Demonstrate ability to work autonomously as well as part of the team
- Follow instructions regarding any sustainability initiatives throughout the school year

Other Important Information:

- RBAs are required to set and adhere to a consistent weekly work schedule.
- RBAs are required to work weekends.
- RBAs are required to work when the residence halls are officially open. This includes working from the day university housing opens until university breaks/closings begin.
- RBAs are required to work either J-Term or May Term as agreed and approved by their supervisor.
- RBAs will receive a \$264 monthly stipend (September-June).

- RBAs may work up to 10 hours elsewhere on-campus while working the RBA position.
- RBAs will be evaluated informally and formally throughout the academic year and if RBAs are not meeting minimum job expectations, job action will occur

Supervisors:

- **North/South Bergstrom:** Adrienne Appler, 262.524.6832 or aappler@carrollu.edu
- **New Hall/Kilgour:** Crystal Lillge, 262.524.6822 or clillge@carrollu.edu
- **Steele/Swarthout:** Brian Froemming, 262.524.6802 or bfroemming@carrollu.edu
- **Pioneer/Frontier:** Dawson Cooper, 262.524.6872 or dcooper@carrollu.edu
- **Apartments/Prairie:** Tracey Whiteley, 262.524.6882 or twhitele@carrollu.edu