



## ROFM Student Worker

The ROFM Department Office seeks to employ students to provide office support for Facility Department operations and student-staff satisfaction. Student employees will assist with day-to-day tasks, monitor requests regarding maintenance, repair and guide students/parents through the financial aid process.

**Job Title:** Student Worker to ROFM.

**Employment Period:** 2025 – 2026 Fall/Spring/Summer

**Address:** North American University, 11929 W. Airport Blvd. Stafford, TX. 77477

**Department:** Residential Operations and Facility Management (ROFM)

**Office Location:** 6<sup>th</sup> floor

**Supervisor Name and Title:** Frank ANCIN Director, ROFM

**Rate of Pay:** Undergraduate \$10 per hour, Graduate: \$12 per hour

**Hours/week:** Up to 25 hours/week

**Schedule:** Flexible with students' class schedule

**Evaluation:** 30-day evaluation

Student Office Support – Facilities Department

### Position Summary:

The Facilities Department is seeking a motivated student to provide office support for daily operations. The student worker will assist with routine administrative tasks, monitor and track service requests, and support communication related to maintenance, repairs, and janitorial needs across campus.

### Key Responsibilities:

- Provide general office support, including filing, data entry, and responding to inquiries.
- Monitor incoming requests regarding facility maintenance, repairs, and custodial services.
- Track and update work orders, ensuring timely follow-up and completion.
- Assist in coordinating communication between the Facilities Department and other departments or vendors.
- Perform other duties as assigned to support departmental operations.

### Qualifications:

- Current student in good standing.
- Strong organizational and communication skills.
- Ability to manage multiple tasks and prioritize effectively.
- Basic computer skills (Microsoft Office, email, and online forms).
- Reliability, attention to detail, and a willingness to learn.

### Knowledge and Skills Required:

- Must be trustworthy, responsible, dependable, punctual, and professional
- Active listening skills. Ability to follow directions.
- Dress appropriately
- Work well in groups and independently
- Follow FERPA guidelines and maintain complete confidentiality in all student and office matters.

### To Apply:

Email your resume to [facility@na.edu](mailto:facility@na.edu) and include your availability to work (Mon-Fri) in your message.

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