

Building Services Assistant  
Terms & Conditions  
Housing & Residence Life California  
State University, East Bay

X Position Description

The California State University East Bay (CSUEB) Housing and Residence Life (hHRL) department provides student centered programs, services and facilities that foster a safe, inclusive and vibrant residential learning community. In conjunction with the mission of the University and the Division of Student Affairs, hHRL works to engage residential students in their holistic development and academic success towards retention, graduation and future endeavors. The Building Services Assistant position assists the Building Services Coordinator in providing excellent customer service and follow-up to the residents. It supports the Building Services

- C.14 Assists other professional staff as needed.
- C.15 Other duties as assigned.

D. Terms of Employment

- D.1 Student Assistant must maintain full time enrollment at California State University, East Bay throughout employment. Full time enrollment is defined as 12 units per semester.
- D.2 Maintain the required 2.5 cumulative GPA throughout the term of employment.
- D.3 Student Assistant must have a record of all hours worked. Student Assistant is required to record time using the Humanity software to clock at the beginning and end of each shift. Student Assistant may not clock in more than 5 minutes prior to, or 5 minutes after, the start of their shift unless there is prior supervisor approval. Students Assistant must clock out for lunch breaks. Student Assistant should not clock out for rest breaks.
- D.4 D.4 Student Assistant is entitled to take a fifteen-minute rest break for every four consecutive hours worked. Rest break must be taken during the second or third hour of each four-hour work period. Student Assistant must be given a minimum of a half hour unpaid lunch break when scheduled to work six consecutive hours or more. Student Assistant shall not work more than eight hours in one day.
- D.5 D.5 All hours should be input into the MyHR timesheet by the end of each work week and no later than the last day of each pay period. It is recommended that hours are input into the MyHR timesheet each day.
- D.6 D.6 Student Assistant will be placed on academic notice when their quarterly or cumulative GPA drops below a 2.5. This position works in a safe and responsible manner while not putting self or others at risk. This includes complying with applicable policies and regulations; using personal safety gear; observing warning signs; learning about potential hazards; and reporting unsafe conditions. All Student Assistants are required to sign the position specification as a condition of employment.