**Job Title:** UCen Operations Assistant  
**Department:** UCen Operations  
**Reports to:** Supervisors  
**Rate of Pay:** $10.50 per hour  

**Qualifications:** Must be able to adjust to situations as they arise. Will be working with cleaning agents and operating power equipment.

**Statement of Duties:** Assist supervisors in basic cleaning duties including mopping, vacuuming, dusting, cleaning restrooms, sweeping, etc. Use of power equipment under the supervision of career staff. Responsible for ensuring that the building is kept clean and organized. Employee will perform a variety of duties. Student employee is responsible for maintaining and approving their electronic timecard each pay period.

**This Position is Staffed:**  
Monday – Friday, 6:00 – 10:00 am; 3:00 – 11:00 pm  
Saturday – Sunday, 5:00 – 11:00 am; 2:00 – 9:00 pm  
We will work around class schedules.