

DEPARTMENT: Facilities

JOB TITLE: Facilities Administrative Assistant

JOB DESCRIPTION:

Move drawings from storage in the SCI-Arc Basement, and organize them in the Facilities Office.

REQUIREMENTS:

Ability to move rolls of drawings up to the Second Floor from the Basement, and able to file drawings by drawing type, e.g. plans, elevations, sections, mechanical, electrical, plumbing. Must not be afraid of dust and dirt.

DURATION OF ASSIGNMENT:

SPRING TERM

PAY-RATE:

\$14.25/HR

HOURS EXPECTED TO WORK:

Project will take 40-45 hours in total.

NUMBER of POSITIONS:

1

PAY-TYPE:

WORK-STUDY PROGRAM

SUPERVISING DEPARTMENT:

Facilities

PHONE NUMBER:

213-356-5356

CONTACT:

Peter Zychowski

INSTRUCTIONS: