

# **UNIVERSITY OF ARKANSAS PINE BLUFF**

## **Vacancy Announcement**

### **Institutional Services Assistant**

DEPARTMENT: Athletics

**Job Summary:** The Institutional Services Assistant is responsible for general cleaning of areas in and around office buildings, class rooms, lecture halls, conference rooms, auditoriums, resident halls, dining areas, building common areas, and other areas as required.

#### **DUTIES AND RESPONSIBILITIES**

- Removes trash from waste baskets, dumps trash, sanitizes and re-lines trash receptacles daily, or as needed.
- Wipes furniture, such as desk tops, tables, and other surfaces.
- Cleans walls, windows, window sills, and entry ways, as needed.
- Sweeps, mops, and buffs floors, vacuums floors daily.
- Cleans bathroom fixtures and stocks restrooms with soap, toilet tissue, and paper towels.
- Assists in set-up of events and cleaning after events.
- Performs other duties as assigned.
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#### **KNOWLEDGES, ABILITIES, AND SKILLS**

- Knowledge of basic cleaning techniques.
- Knowledge of cleaning equipment operation and maintenance.
- Ability to use cleansers and others agents to clean floors and furniture.
- Ability to work independently without close supervision.
- Ability to follow oral and/or written instructions.
- Ability to perform multiple tasks and to prioritize assignments.
- Ability to do required lifting (up to 50 lbs.)

**MINIMUM QUALIFICATIONS:** The formal education equivalent of a high school diploma.

**SALARY:** Grade – C103    State Classification System

**Application Process:** Qualified individuals must submit an application and resume with the name, address and telephone numbers of three references to:

Human Resources  
University of Arkansas at Pine Bluff  
1200 N. University Dr., Mail Slot #4942  
Pine Bluff, Arkansas 71601

**DEADLINE FOR APPLICATIONS:** July 02, 2010

**Applications accepted Monday thru Friday from 9:00 a.m. to 4:00 p.m.**

Applications may be picked up from UAPB Human Resources Office, Room 312 Administration Building. State Applications from the Department of Workforce Services are accepted.

**“UAPB is an Equal Employment/Affirmative Action Employer and full participation  
by Women and Minority Groups is encouraged.”**