

INSTITUTIONAL SERVICES ASSISTANT

The University of Arkansas at Pine Bluff is conducting a search to fill the position of **INSTITUTIONAL SERVICES ASSISTANT**. The **INSTITUTIONAL SERVICES ASSISTANT** is responsible for general cleaning of areas in and around office building, class rooms, lecture halls, conference rooms, auditoriums, dining areas, building common areas, and other areas as required. Removes and dumps trash, sanitizes and re-lines trash receptacles daily or as needed; wipes down and dust furniture, walls, window sills, stairways, and entry ways as needed; sweeps, mops, vacuums and buffs daily; shampoos carpet, cleans baseboards, strip and wax floors as needed or scheduled; cleans bathroom with special cleaning methods by using specific cleansers, sterilizing equipment and/or disposing contaminated wastes; keeps bathrooms stocked with soap, toilet tissues, and paper towels as needed; assists in set-up of events and cleaning after events.

MINIMUM QUALIFICATIONS: The formal education equivalent of a high school diploma. Must have knowledge of basic cleaning techniques and cleaning equipment operation and maintenance; ability to follow instructions and perform repetitive manual work; ability to use cleansers and other agents to clean floors and furniture; ability to work independently without close supervision and to follow oral and/or written instructions; ability to perform multiple tasks and prioritize assignments; and ability to lift (up to 50 lbs).

SALARY: Grade C103-State Pay Plan

Qualified individuals must submit an application and resume with 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 25, 2011

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.”