

MTSU – Facilities Service Student Engagement Form

Job Title:	Student Worker	Department:	Facilities Services Admin Services
Department/Group:	Facilities Services Admin	Requesting Personal:	
Position Type: Student Worker			
Desired Major:	Priority will be given to the following majors, however we encourage all to apply. 1. General Education		
Department Summary (Executive Overview)			
The Facilities Services department provides the maintenance and operation of physical facilities, including mechanical and electrical systems and building maintenance and repairs; utilities for the campus; building construction and renovation; grounds services; custodial services; and their related activities. FSD operates the steam and chiller plants, maintains the utility systems, and provides engineering and energy management support to the university. Other responsibilities include a motor pool, landscaping, and an automotive maintenance shop.			
Learning or Experience Goals:			
ROLE AND RESPONSIBILITIES <ul style="list-style-type: none"> Must be able to work independently and/or with limited supervision to complete tasks. Effective communication skills both oral and written with internal and external customers Must be flexible and confident while dealing with issues related to challenges as it relates to facilities on campus Will be privy to confidential information at times and must be trustworthy and show integrity <p><u>Duties will include:</u></p> <ul style="list-style-type: none"> ✓ Collecting recycling for local offices once a week or more often if needed ✓ Assisting with Motor Pool duties, Work Orders, and other Administrative jobs as needed 			
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	

The following is to provide general guidance on the determination of the position type. This is only provided as a framework. The three types of student engagement are:

- Student Worker
- Paid Internship
- Unpaid Internship

A paid internship is typically for a student who has graduated and is looking for qualified experience in the field of their choice.

An unpaid internship is typically for a student who is still enrolled in classes. Internships as a class require additional work from the intern's supervisor including but not limited to work logs, summary reporting added weekly, monthly and other requirements based on the class instructor.

A student work is paid a set hourly wage for work performed. Hours can vary based on need.