

# Materials Management Position Description

**Title:** Materials Management

**Department:** Residential Life

**Reports to:** Safety & Services Specialist

**Appointment:** Summer (May 11, 2026 – August 25, 2026)

**Remuneration:** P1; Hourly wage: \$13.85 per hour

**Hours:** Between the hours of 7:30 a.m. and 4 :30p.m. Varies per week, up to 40 hours per week maximum during the summer.

## Purpose of Position

Students in this position will relocate furniture, fulfill maintenance requests, perform minor adjustments to furniture in student rooms, assist with departmental initiatives, and perform other duties as assigned.

## Requirements

- You should be able to lift at least 50 pounds and will be expected to lift furniture of varying weight during any given shift, throughout your shift.
- Must be able to work independently.
- Must be able to understand and carry out complex oral and written instructions.

## Preferred Qualifications

- Strong communication skills
- Excellent follow-through
- Experience living in Residential Life Housing
- Valid US/Canadian Driver's License for a minimum 2 years