



Position Announcement

**Western Connecticut State University
Environmental & Facilities Services
University Assistant
Part Time – 19 hours per week**

Western Connecticut State University's Environmental & Facilities Services - HVAC office is accepting applications for a part-time 19 hour per week University Assistant.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, members of LGBTQIA and BIPOC communities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. WCSU is honored to be awarded the federal designation as a Hispanic Serving Institution (HSI). This accomplishment marks a pivotal moment in our progress toward fostering diversity, equity, and inclusion within our campus community.

The Environmental & Facilities Services HVAC office is responsible heating and cooling services to the university. For information on the department go to <https://www.wcsu.edu/facilities-ops/>.

The University Assistant in the HVAC office will be responsible for creating and closing out work orders, preparing smaller purchases of materials, assisting with inventory management, and re-stocking supplies. This role supports the HVAC team in maintaining efficient operations and ensuring a well-organized work environment. This position will require occasional lifting of materials and supplies and will involve working in both office and facilities environments.

Key Responsibilities:

- Preparing smaller purchases of materials and supplies as needed.
- Assist with inventory management, including tracking and organizing stock.
- Re-stock supplies to ensure the HVAC team has the necessary materials for their tasks.
- Maintain accurate records of purchases, inventory, and work orders.
- Make changes to occupancy schedules based on reports of space usage throughout the campus.
- Support Enel X demand response.
- Track SEM's energy savings, projects, and goals on Gazebo.
- Track building utilities and report any anomalies.
- Identify areas of possible savings on utilities.
- Ensure fuel cells and solar panels are performing per contract.

Qualifications: Must possess experience with purchase orders, tracking supplies and inventory, project management, work orders and maintaining records. Must possess working knowledge of Microsoft Office Suite, including Word, Excel, Outlook & Teams.



Position Announcement

Work Hours: This is an in-person 19 hour per week assignment and will not work remotely. Work hours will be Monday – Fridays between the hours of 8 a.m. – 5 p.m. with the exact work schedule to be determined at time of hire.

Salary & Benefits: \$22.00 per hour. Information on benefits may be found on the Human Resources website: <https://www.wcsu.edu/hr/benefits/> Please note there are no paid benefits for this position. All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration and Control Act (IRCA) and the successful passing of a background check. WCSU is committed to providing a safe campus community. Background investigations include reference checks and criminal history record checks.

As WCSU is a dynamic, diverse workplace, the proven ability to work effectively with people from a variety of backgrounds and cultures is highly valued.

Application Process: Prospective candidates must apply via by submitting a cover letter, which includes the contact information for (3) current professional references and a resume. Application materials must be submitted to <https://westernconnecticutstateuniversity.applytojob.com/apply/u9MbSBWTJ4/Environmental-Facilities-Services-University-Assistant> Application review will begin immediately and continue until the position has been filled.

Western is an Affirmative Action Equal Opportunity Educator/Employer