



DIVISION OF
STUDENT AFFAIRS
FRATERNITY & SORORITY LIFE

JOIN OUR TEAM!

DFSL FACILITIES & OPERATIONS STUDENT ASSISTANT

Position Overview:

The Facilities/Operations Student Assistant will assist with maintaining operational efficiency within DFSL facilities and supporting office tasks. At least 20 hours per week—hours vary.

Key Responsibilities

- **Coordinating Summer Housing** – Assist in setting up chapter houses for summer group use.
- **Key Inventory Management** – Complete a thorough inventory of keys, maintaining accurate records and security measures.
- **Building Assessments & Maintenance Planning** – Support building assessments to identify maintenance needs and coordinate necessary repairs.
- **Event & Training Preparation** – Assist in planning and preparing training sessions and events.
- **Office Operations & Administrative Support** – Staff the DFSL front desk in the STAMP, provide general office support, and assist staff with various tasks as needed.

Qualifications

- UMD Undergraduate Student – We cannot consider graduate students
- Ability and license to drive a University Vehicle
- Ability to work independently and in a team setting
- Excellent communication and customer service skills
- Availability to work flexible hours, including evenings and weekends as needed



Best Consideration Date: April 4th, 2025

Application Closes: April 15th, 2025

See the full job description and apply at go.umd.edu/DFSL_StuAsst

Questions?

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