

Summer Maintenance Assistant Job Description

UMBC Residential Life

The Maintenance Assistant (MA) is responsible for the upkeep and repair of the physical environment in all residential facilities. The MA will need general mechanical and maintenance skills. Training will be required to acquaint the MA with the equipment and techniques necessary to do the job. MAs are supervised by the MA Manager, Facilities Graduate Assistants, Assistant Coordinator, and Assistant Director of Residential Facilities.

PREFERRED SKILL SET AND EXPERIENCE

1. Customer service experience
2. General mechanical/maintenance skills
3. Solid organizational/administrative skills
4. Experience working effectively as a member of a team

SPECIFIC RESPONSIBILITIES

1. Complete minor repairs in rooms, apartments, hallways, stairways, and all public areas
2. Assist with the opening and closing of the residential facilities at designated periods
3. Keep the reception desk supplied with toilet paper
4. Visit the Residential Life office daily to collect maintenance forms and other work orders
5. Complete administrative duties promptly (i.e. return of completed or referred work orders)
6. Use office/building keys appropriately and escort contractors
7. Monitor Conference guests, maintenance requests, and check-in and check-out procedures
8. Work in concert with housekeeping to ensure building readiness
9. Attend weekly staff meetings
10. Participate in 24-hour, 7-day-a-week duty coverage rotation
11. Maintain reasonable maintenance response time when on-call
12. Perform other tasks assigned by the Residential Life associate staff
13. Perform other tasks as requested including lifting, moving, and cleaning as well as other tasks assigned that may assist other Residential Life staff during busy times

DATES AND TERMS OF EMPLOYMENT

- May 25th, 2026 – August 14th, 2025
- Work Week: Up to 40 hours (8:30 AM - 5:00 PM) at the discretion of the supervisors
- Participation in duty rotation (5 PM – 8:30 AM weekdays, 12 PM – 12 PM (24 hours) weekends)
- Alternative employment, work-day internships, or classes must be approved by supervisors
- Extended time away from campus (more than two business days) is not guaranteed and must be approved by supervisors

OTHER IMPORTANT DATES

- Move-in May 25th, 2026

CRITERIA FOR EMPLOYMENT

To receive full consideration, applicants for the Maintenance Assistant position:

1. Must be in good academic standing and may not be on academic or conduct probation with the University (2.25 semester and cumulative GPA or higher)
2. Must be available to work evening and weekend hours as required
3. Be available to work move-in and move-out dates as required
4. Take no more than 5 unpaid leave days during the course of employment unless pre-approved by the supervisors
5. Positive work performance in former Residential Life position(s) may be a part of the selection process.

COMPENSATION

- \$17.00 per hour + \$500 food funds
- An on-campus apartment for the duration of the contract