



Position Description

Job Title: Facilities Assistant	
Department: Operations	Date: August 2026
FLSA: Non-Exempt	Work Location: Auburn Campus
Employee Category: Classified Staff	Work Schedule: M-F, Schedule Varies
Reports to: Supervising Administrator Directing Facility, Safety and Quality	Percent Employment: 100%
Direct Reports: N/A	

I. **Job Summary:**

Assists in a wide range of duties with specific responsibility for building maintenance, and security. Enforces all building policies to assure the quality, continuity, and efficiency of college operation with an emphasis on customer service and effectiveness. Assists with keeping copiers and printers in good working order. Assist with classroom setup as needed. Monitors the building before closing hours. Responsible for making sure the building is empty of students before closing, looks for safety violations, activates and deactivates alarms at appropriate times, checks the floors for locked doors and turns off lights.

II. **Job Duties:**

1. **Maintenance:** Perform daily repairs on doors, lockers, mailboxes, restroom fixtures, etc.
2. **Facilities:** Enforce building policies, including student building access, food, drink and smoking policy and parking.
3. **Information Technology:** Assist Information Technology department with desktop computer support and assist faculty and students with audio/video needs.
4. **HVAC:** Assist with minor repairs, preventative maintenance and help with filter changes.
5. **Security:** Assist faculty, staff and students with any concerns of security. Monitor building to insure all persons are authorized to have building access (especially after hours)
6. **Printer and Copier Maintenance:** Change toner and other products needed in printers and copiers, clear paper jams and perform minor repairs.
7. **Janitorial:** Stock restrooms when cleaning contractor is not available. Clean up accidental spills and help with cleanup during events.
8. Perform other duties as assigned.

III. **Required Qualifications:**

- Education: N/A
- Licensure or certification: N/A
- Experience:
 1. Experience working in a public service capacity.
 2. Ability to walk and monitor a multi-story facility.
 3. Ability to prioritize and organize work tasks, with attention to detail; ability to work without supervision and independently make decisions.
 4. Ability to identify and perform minor repairs on various types of electronic and mechanical equipment.
 5. Ability to closely follow procedures and enforce all building policies.
 6. Ability to work as part of a team to insure the best quality of customer service is offered.

Skills required for this position:

- Excellent interpersonal and communications skills
- Strong team player
- Commitment to company values
- Experience with audio/video equipment.

Preferences are given to candidates who have basic computer proficiency and experience providing desktop computer support.

Successful candidate will be subject to a criminal history background check.

Regular, reliable or predictable attendance is an essential function of the job.

- IV. **Working Conditions and Efforts:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position requires a rapid pace, some days with long hours to meet expectations, long distance driving to rural sites, and the ability to organize, interpret, and utilize a large volume of information.

Physical demands: While performing the duties of this job, the employee is required to ambulate (may be with use of assisted devices); sit, stand (or accommodate for standing); use hands and vision for teaching; use office equipment such as computers; speak to large and small groups of individuals for teaching; perform moderate telephone and poly-com communication/usage; occasionally be required to lift and/or move up to 50 pounds; drive distances up to five hours or to fly on occasion to other campuses or meetings.

Work environment: Office environment. Outside travel required 0% to 5% of time. The noise level in the work environment is usually minimal, however the reception area with frequent visitors, phone calls and discussions may be distracting.

This position is classified as a non-exempt position because it does not require that the candidate/employee exercise independent judgement and discretion regarding matters of significance.

Employment with VCOM is “at-will”. This means employment is for an indefinite period of time and it is subject to termination by the employee or by VCOM, with or without cause, with or without notice, and at any time. Nothing in this position description or any other policy of VCOM shall be interpreted to be in conflict with or to eliminate or modify in any way, the “at-will” employment status of VCOM employees.

- V. **VCOM Core Values:** The employee is expected to adhere to all VCOM policies. As the environment is a professional college, VCOM faculty / staff are expected to dress and behave in a professional manner at work. VCOM faculty / staff are expected as VCOM employees, to be a person who obeys all laws and professional expectations of an upstanding citizen of the community. VCOM expects all employees to maintain a positive attitude in all working relationships with all VCOM departments, employees, medical students, prospective medical students, interns, and residents and to treat all other engaged in the duties of the employment, with mutual respect.