



WEST VIRGINIA STATE  
UNIVERSITY



## **Executive Housekeeper University Presidential Residence/Facilities Management**

### **West Virginia State University**

Founded in 1891, West Virginia State University (WVSU) is a public-land grant institution, which was originally founded as a historically black university, but which has evolved into a fully accessible, racially integrated and multi-generational institution serving approximately 3,514 students. The University is a community of students, staff, and faculty committed to academic growth, service and preservation of the racial and cultural diversity of the institution. WVSU offers 23 undergraduate and six graduate degrees through its four colleges. WVSU competes in athletics at the NCAA Division II level in five men's sports and five women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

### **Position Description**

West Virginia State University has an opening for an Executive Housekeeper to oversee all operations at the President's House. In this role, the successful candidate will coordinate with vendors, the President's Office, Facilities Services, and other internal/external teams to ensure smooth operations.

This is a non-classified, essential, FLSA non-exempt, full-time, benefits eligible position.

### **Responsibilities for the Executive Housekeeper**

- Maintain the organization, functioning, and appearance of the University President's residence.
- Coordinate events at the residence in collaboration with the Office of the President.
- Coordinate the operation of all aspects of the upkeep of the University President's residence.
- Perform all routine and specific duties of housekeeping and upkeep of the property. Cleans on a daily basis. Schedules all routine and emergency building repairs through facilities management and the Office of the President.
- Maintain records of all preventative maintenance, including HVAC and appliance maintenance.
- Schedule monthly pest control and health and safety hazard inspections.
- Work with University trades and outside contractors as needed for property maintenance.
- Maintain confidentiality of household matters and assists in the security of household items as well as the entire property.
- Assist with events, receptions, dinners, including coordinating with logistics for setting up, take down and cleaning and return of linen or décor. Assists guests.
- Provide direction to catering and others assisting with events.
- Provide assistance for household and members as requested.
- May perform other duties as assigned.

### **Requirements for the Executive Housekeeper**

- High school diploma
- Self-starter with excellent problem-solving skills
- Previous experience in a similar role highly preferred
- Must be able to work flexible hours –mornings, evenings and weekends.
- Valid West Virginia driver's license preferred
- Successful completion of a background check is mandatory.

### **Salary Statement**

This position is a pay-grade 2. The annual salary range for a pay-grade 2 position is \$22,200.00 - \$35,400.00.

### **To Apply**

Review of application materials will continue until the position is filled, but first consideration will be given to applications received by September 4, 2020. Candidates are required to submit a resume and a letter of interest. All requested information must be submitted for your application to be considered.

Please submit application materials via email, mail or in person to: [hr@wvstateu.edu](mailto:hr@wvstateu.edu) or mail to:

West Virginia State University  
Department of Human Resources  
P. O. Box 1000, 105 Cole Complex  
Institute, WV 25112

### **Contact**

For further information regarding application procedures, you may contact Human Resources at (304) 766-3156 and/or [hr@wvstateu.edu](mailto:hr@wvstateu.edu).

**West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.**

**West Virginia State University is an Equal Opportunity/Affirmative Action institution. No person shall be denied admission to educational programs, activities or employment on the basis of any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status. Upon request, reasonable accommodations will be made to provide this content into an alternate accessible format by contacting Justin Cherry at 304.766.3156 or [Justin.Cherry@wvstateu.edu](mailto:Justin.Cherry@wvstateu.edu).**