



Student Facility Attendant (Part Time)

ABOUT ST. MARY'S UNIVERSITY:

Our Vision: To be the preeminent Catholic University in Canada, known as a centre of academic excellence providing a vibrant and engaged student experience that prepares authentic leaders committed to the service of others.

Our Mission: Open to all and grounded in the [Catholic Intellectual Tradition](#), St. Mary's University educates the whole person to inspire and empower tomorrows engaged, global citizens for the future.

Our Values: As a Catholic community, we value being Welcoming and Serving of all, Academic Excellence and Faith.

As an independent Catholic university in Canada, with a strong emphasis on liberal arts and sciences, St. Mary's University prepares its students to live with integrity, compassion and confidence while embodying a compassionate commitment to ethics, social justice, and respect for diversity of opinion and belief. St. Mary's is focused on developing the whole person: mind, body and spirit. For more information about St. Mary's and our Strategic Plan, visit <https://stmu.ca/> and <https://stmu.ca/about-us/strategic-plan/>

ABOUT THIS OPPORTUNITY:

The Student Facility Attendant will work with the Facilities team to support the day-to-day cleanliness, set-up, and operation of campus spaces. The position will assist with preparing classrooms and event spaces, cleaning and resetting spaces following classes, rentals, and special events, and providing general support to the Facilities team.

The successful candidate will be comfortable with hands-on work, including moving furniture and equipment, cleaning, organizing spaces, and assisting with general campus maintenance. The position may also assist with seasonal outdoor maintenance and other duties as required.

Main responsibilities for this position will include:

- Assist with evening and weekend rental/event support, including setup, take down, cleaning and resetting of classrooms, meeting rooms and event spaces.
- Perform general cleaning and housekeeping throughout campus, including common areas, entrances, washrooms, garbage, vacuuming, mopping, and maintaining a clean and presentable environment.
- Assist with furniture and office moves, deliveries, supply handling, painting, campus clean-up, seasonal outdoor maintenance, and other Facilities projects.
- Report maintenance, cleanliness, and safety concerns, always work safely, and perform other related duties as assigned.

APPOINTMENT/TERM DATES: October 2026 to April 2026

QUALIFICATIONS

- Current STMU student
- WHMIS (Will provide if needed)
- Intermediate First Aid an asset
- Police information check may be required
- Ability to lift 25lb
- Teamwork & Collaboration – Works well with others and is willing to assist team members as needed.
- Accountability & Reliability – Dependable, punctual, follows through on assigned tasks, and takes responsibility for their work.



- Stakeholder Service – Friendly, respectful, and professional when interacting with students, staff, visitors, and event users.
- Initiative & Problem Solving – Able to recognize what needs to be done, take initiative, and ask questions when clarification or assistance is needed.

VALUES & ATTRIBUTES:

- Alignment with institution values and strategic plan pillars.
- Upholding core competencies associated with the institution's four pillars.
- Knowledge of, and respect for, the institution's Catholic mission and identity.
- Fostering equity, diversity, and inclusion, as well as Truth and Reconciliation.

WHAT WE OFFER:

Wage: \$15.38/hour, plus 4% vacation pay

OUR COMMITMENTS:

St. Mary's University is committed to Indigenous Truth and Reconciliation. Our land acknowledgement and Indigenous initiatives information can be found at <https://stmu.ca/campus-life/indigenous-initiatives/>. St. Mary's University is an equal opportunity institution. We hire on the basis of merit and are passionate about building and sustaining an equitable and welcoming campus environment where diversity in all areas is celebrated and valued. If you require support services or accommodations during any stage of the recruitment process, please include this in your application. All requests will be handled with the utmost confidentiality.

APPLICATIONS:

Please email application packages to Human Resources at careers@stmu.ca in one .pdf formatted document with the Subject Line of: "Student Facility Attendant" by October 23. All applicants must submit a cover letter, resume, and contact information of three most recent supervisors and/or written letters of recommendation. Previous employees should submit an updated resume and updated credentials if applicable.

*We encourage all qualified applicants to apply. Canadian citizens, permanent residents and others currently legally authorized to work in Canada will be given priority. We thank all applicants for their interest. However, only those applicants being interviewed will be contacted. **No phone calls please.***