

University Commons and Student Activities
Student Staff
Building Manager

This will be a multifunction position with responsibilities related to Production Services, Facility Services, Service Desk, Game Room and general operations.

- A. Provide services for morning, evening and weekend operations in University Commons.
1. Manage the University Commons and provide services to building users.
 2. Unlock rooms for scheduled events; restore room set-ups as appropriate and ensure rooms and building are appropriately secured each evening.
 3. Effect and assist with set-up for events in University Commons as assigned. At conclusion of events, secure all equipment and report any damage of equipment or facility to Productions Manager via Building Manager's Report.
 4. Serve as a quality control agent and ensure the appearance of the University Commons is maintained according to the cleaning and maintenance schedule.
 5. Regularly assess the facility and report any security, maintenance or facilities maintenance issues to the proper office and report said problems via Building Manager's Report.
 6. Set-up vendor tables in Commons concourse for the following day's registered sales or promotions.
 7. Respond to last minute changes in schedule.
- B. Other duties
1. Supervise Service Desk staff, weekend Facility Services Assistants, Game Room staff and Production Services Crew.
 2. Make contact with customer to ensure set-up of event is accurate and complete and all equipment is in working order.
 3. Make calls to appropriate personnel/departments when problems/crises arise.
 4. This position may be required to drive state vehicles or rented vehicles in the course of departmental, divisional, or university business.

Learning Outcomes

1. Supervisory and management skills
2. Organization, writing and communication skills
3. Crisis management and problem-solving skills
4. Quality control
5. Computer experience
6. Process improvement
7. Collaborative work with a diverse constituency
8. Customer service
9. Resource management
10. Facility and event management
11. Articulation of policies and procedures

Selection Criteria

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| Required | - Extremely flexible schedule
- Mature and able to accept responsibility
- Supervisory skills or experience
- Customer service skills or experience
- Maintain 2.5 GPA or higher
- Physically capable and willing to work hard
- Completion of Building Manager Training Session |
| Preferred | - Knowledge of University activities |
| Desired | - Involvement in some form of campus life |

Revised 1/04