



STUDENT CENTER

Building Manager

Job Summary: The Building Manager fulfills a key leadership position in the day to day management of the facility with emphasis on event, building, and service area operations. This position involves physical set up of rooms, working with technology, interacting with clients and patrons, and supervising peers.

Supervision: This position reports directly to the designated Operations Manager. Cross-supervision is provided by the other full time staff when necessary.

Schedule: This position requires flexible availability including early mornings, late nights, weekends and optionally during breaks. Typically, Managers will receive 10-20 hours per week and will work no more than 30 hours unless special notice has been given. At no time should any student staff member work overtime without prior approval from their direct supervisor.

Responsibilities include, but are not limited to:

- Open and close the building
- Enforce policies and procedures
- Prepare rooms for events by completing physical set-ups, resets, or tear down of tables, chairs, stage units, and other equipment.
- Set up, break down, and operate technology including computers, audio mixers, and various other audio/video equipment
- Ensure that sound levels are appropriate for equipment and event participants
- Provide customer service and technology support during events
- Prepare detailed report regarding staff and building activity
- Collaborate with GMC and Game Room employees on cashing handling duties
- Work closely with event personnel (event coordinators, event support staff, security officers, catering, contracted services, etc.) to facilitate a high quality event
- Oversee service area staff in the absence of full time professional staff
- Respond to, and properly log, maintenance concerns
- Execute emergency action plan
- Perform basic duties in the Game Room, Cinema and Information Desk when necessary
- Attend mandatory meetings, trainings, events and complete in-service curriculum requirements
- Perform other duties as assigned

Qualifications:

- A cumulative and term GPA of 2.5 or better at the time of application. A per semester GPA of 2.5 or better must be maintained throughout employment.
- Must be capable of lifting at least 50 lbs.
- Prior leadership/management experience a plus
- Demonstrated decision making and customer service skills
- Demonstrated ability to work with limited or no supervision
- Must have the ability to troubleshoot while working under pressure
- Working knowledge of lighting boards and lighting set up is a plus
- Working knowledge of consumer audio/visual equipment is a plus
- Working knowledge of computer hardware and software is a plus