**Department of Campus Life**

**Building Manager**

**Goals**

The Department of Campus Life creates opportunities for learning and student success through active campus involvement.  To fulfill this duty, Campus Life collaborates with student organizations, student leaders and the campus community to foster the exchange of creative ideas, the discovery and construction of knowledge, and the celebration of accomplishments.  This vibrant form of learning contributes directly to establishing positive peer relationships, enhancing a student’s sense of belonging at the College, and achieving higher levels of academic success.

The Department of Campus Life has an obligation to meet the needs of the general campus community and campus visitors.  To effectively meet this challenge, the student staff position of Building Manager is central to success.

 **Pay Rate:** $10.40 / hour

 **Primary Work Locations:** Marano Campus Center, Sheldon Hall, Hewitt Union

 **Work Hours:** Broad Range

1. **Essential Functions**
	* + Understand and accurately communicate general information about the College Community and Campus events.
		+ Understand and accurately communicate general information about the Campus Center, including programs scheduled in the Campus Center, Campus Center facilities and policies.
		+ As a Building Manager, you are responsible for staffing the Campus Center Welcome Desk as assigned by your supervisor and/or the Event Management Staff.
		+ Monitor and provide event support in buildings as assigned by your supervisor and/or the Event Management Staff.
		+ Ensure that the conduct and behavior of all patrons is consistent with the College and facility policies.
		+ Enforce policies as outlined in the Student Handbook in addition to College and Campus Center policies.
		+ Assist individuals and organizations by providing access to facilities as reserved by the individual and/or organization.
		+ Monitor events taking place in building(s) as assigned by making regular rounds.
		+ Check room set ups and condition prior to and after each event.
		+ Check audio visual equipment prior to use and after each event.
		+ Set AV equipment as reserved by individual or organization; provide AV support as needed.
		+ Answer the Campus Center Welcome Desk telephone and direct calls to the appropriate individual/department/organization.
		+ Interact with guests in a friendly manner.
		+ Restock literature displays with brochures and other printed information items as needed.
		+ Remove dated items from all bulletin boards in the Campus Center.
		+ Issue and collect recreation equipment in accordance with established policies and procedures.
		+ Catalog and organize returned lost & found items in accordance with established policies and procedures.
		+ Other duties as assigned.
2. **Qualifications**
	* + During each semester of employment, a Building Manager must maintain a minimum 2.5 GPA and be enrolled in at least 6 undergraduate credit hours or 6 graduate credit hours.
		+ Must possess a positive attitude, approachable and assertive as needed.
		+ Strong attention to detail.
		+ Excellent oral and written communication skills in the English language.
		+ Exceptional customer service skills
		+ Desire to work in team environment
		+ Adhere to required dress code.
3. **Supervision**

The Building Manager is responsible for duties assigned by the Graduate and Event Support Assistant to the Event Management Office and/or the Event Management Staff.  The Building Manager performance program and employment manual are the basis for the Building Manager performance review and evaluation.  Failure to fulfill required job expectations (essential functions) and qualifications in a satisfactory manner or violations of Department/College Policy will be grounds for termination.

1. **Terms of Employment**
	* + Maintain good judicial standing and history throughout period of employment.
		+ Abide by all Departmental and College policies.
		+ Sign employment contract
		+ **Must** attend a week-long training session before school begins for the fall semester and another shorter session prior to the spring semester.
		+ Work as scheduled and report to work on time.
		+ Attend all mandatory staff meetings and/or training.
		+ Work at least two shifts at least two different weekends each month.
		+ Work at least one shift during Opening Week/end, ALANA Conference, Family & Friends Weekend, Plattsburg Hockey Game, OzFest Weekend - the weekend before finals.
		+ Work as scheduled during finals week.
		+ Maintain a minimum of a 2.5 GPA.
		+ Participate in your performance evaluation/assessment.