

MANUAL Student Employment Office Human Resources Department	SECTION Student Job Description			PAGE 1 / 2 REVISED 5/16
SUBJECT Student Building Manager	RANK x273	GROUP III	CBC Yes	PHYSICAL

DEFINITION:

Under limited supervision of the professional Campus Unions staff, a student usually performs the following duties:

1) General Building

- (a) Makes periodic tours of the complex to insure that all areas are functioning effectively.
- (b) Maintains the Campus Unions facilities environment which includes appearance (posters, cleanliness of general building) and atmosphere (temperature, lighting, sound).
- (c) Communicates to Campus Unions operations professional staff all situations, building repairs and maintenance needed, complaints from patrons, and general comments related to the activities, of that shift.
- (d) Observes individual and group use of the Campus Unions facilities to insure proper practice of the building policies and procedures. Reports, interprets and enforces building policies when necessary.
- (e) Coordinates supervision of student employees with professional staff members.

2) Program Support

- (a) Responsible for assisting in the building setups which includes furniture, audio-visual equipment and general appearance of the Campus Unions.
- (b) Uses independent judgment in meeting departmental standards for special event setups.
- (c) Opens and closes facilities at appropriate time.
- (d) Performs public relations functions for special events by greeting arrangements chairperson at the beginning of an event. This is continued through follow-ups with the chairperson during and after the event.
- (e) Escorts and/or assists in delivering and dropping area cash bags.
- (f) Responsible for cash control in designated operating areas.
- (g) Assists in operation of designated areas as necessary.

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- (h) Responds to problem situations and uses independent judgment in correcting item. Consults with professional staff as appropriate.
- (i) Makes suggestions and observations and participates in the management of the Campus Unions.

3) Building Security

- (a) Responsible for general security of the Campus Unions facilities.
- (b) Must be aware of the safety of the entire complex and know relevant security procedures.
- (c) Must exercise care in safeguarding property and equipment.
- (d) Must be alert to any unusual occurrences such as vandalism, theft, fire, and illness. In such situations, uses judgment in reporting problems to either Campus Unions professional staff or University Police.
- (e) Must put into action building emergency procedures when necessary.
- (f) Performs other duties as assigned.

BASIC QUALIFICATIONS:

Two years of employment history or Sophomore status; skill in dealing with the public in a variety of situations; knowledge of audiovisual equipment; ability to supervise peers; knowledge of sound security practices; knowledge of Campus Unions Departments with ability to give general building instructions to areas not supervised; must be dependable and have a sincere interest in Campus Unions as a service organization.