

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 3 REVISED 5/24
SUBJECT Student Building Manager	RANK x273	GROUP III

DEFINITION:

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

1) General Building

- (a) Conducts regular tours of the complex to ensure everything works properly.
- (b) Maintains the appearance and atmosphere of Campus Unions facilities, including cleanliness and ambiance.
- (c) Reports building repairs, maintenance needs, patron complaints, and shift-related comments to Campus Unions staff.
- (d) Monitors individual and group use of the facilities to enforce building policies and procedures.
- (e) Coordinates supervision of student employees with professional staff.

2) Program Support

- (a) Helps with building setups, including furniture and audio-visual equipment, ensuring Campus Unions look their best.
- (b) Uses independent judgment to meet department standards for event setups.
- (c) Opens and closes facilities on time.
- (d) Provides public relations support for events, greeting, and following up with organizers.
- (e) Assists with cash handling and deliveries.
- (f) Manages cash in designated areas.
- (g) Assists in the operation of designated areas as necessary.

MANUAL Student Employment Career Services	SECTION Student Job Description			PAGE 2 / 3 REVISIED 5/24
SUBJECT Student Building Manager	RANK x273	GROUP III	CBC Yes	PHYSICAL

- (h) Handles problems independently, consulting professional staff when needed.
- (i) Offers suggestions, observations, and participates in Campus Unions management.

3) Building Security

- (a) Ensures overall security of Campus Unions facilities
- (b) Knowledgeable about complex safety and security procedures.
- (c) Takes care to protect property and equipment.
- (d) Stays vigilant for unusual incidents like vandalism, theft, or emergencies and reports them to professional staff or University Police as appropriate.
- (e) Implements emergency procedures for the building when needed.
- (f) Carries out additional tasks as needed.

BASIC QUALIFICATIONS:

Three (3) years of employment history or Junior 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.

LEARNING OUTCOMES*:

- Understand the importance of and demonstrate verbal, written, and non-verbal/body language abilities.
- Employ active listening, persuasion, and influencing skills.
- Communicate in a clear and organized manner so that others can effectively understand.
- Promptly inform relevant others when needing guidance with assigned tasks.
- Effectively communicate actions and rationale, recognizing the diverse perspectives and lived experiences of others.
- Multi-task well in a fast-paced environment.
- Actively contribute and advocate for inclusive and equitable practices that influence individual and systemic change.
- Demonstrate flexibility by adapting to diverse environments.
- Serve as a role model to others by approaching tasks with confidence and a positive attitude.
- Motivate and inspire others by encouraging them and by building mutual trust.

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 3 / 3 <hr/> REVISED 5/24	
SUBJECT <i>Student Building Manager</i>		RANK x273	GROUP III

- Act equitably with integrity and accountability to self, others, and the organization.
- Demonstrate dependability.
- Show a high level of dedication toward doing a good job.
- Listen carefully to others, taking time to understand and ask appropriate questions without interrupting.
- Effectively manage conflict, interact with and respect diverse personalities, and meet ambiguity with resilience.
- Exercise the ability to compromise and be agile.
- Build strong, positive working relationships with supervisors and coworkers.

*Learning outcome descriptions from the [National Association of Colleges and Employers \(NACE\)](#).