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.
Student Building Manager

(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.
Student Building Manager

- 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).*