Job Title: University Center Building Manager

Level: Internal Advancement
Revision Date: 2/24/2014
Pay Rate: $9.50 /hr.

Job Reports To: Associate Director of University Center & Graduate Student Intern

Job Summary/Position Purpose

The University Center Building Manager assists the professional staff in supervising the University Center. They are responsible for all functions occurring during their shift, working with student, faculty, staff, and guest users of the building's services and facilities, as well as oversight of other student employees working in the facility. The University Center Building Manager is the point of contact person for all groups using the University Center facilities. Building Managers are additionally responsible for security of the building, safety of its patrons, decision making in regard to irregular situations or requests and response to emergency situations, all according to University Center and University policy. Building Managers represent Student Affairs while on duty. This is an academic year appointment and requires day, evening and weekend hours.

Minimum Position Requirements

- Must be an enrolled UWRF student. A maximum of 15 undergraduate credits or 12 graduate credits per semester during the period of employment is suggested
- Minimum cumulative grade point average of 2.50 or higher before and during employment.
- University Center or related experience preferred.
- The position requires 10-18 hours per week.
- Ability to work shifts during holidays, breaks. Time off must be requested and approved. This includes but is not limited to Thanksgiving Break, J-term, Spring Break, Memorial Day, July 4th and Labor Day. Due to the University Center having to serve its constituent groups on an annual basis, this position has a requirement of staffing every day of the calendar year.
- Internships, outside employment, student teaching and any other extracurricular activities must be discussed with the Associate Director of the University Center and are subject to approval prior to the involvement.
- Must be able to attend mandatory training – dates TBD each semester.

Work Environment

This position works out of the University Center. Students holding this position may work anywhere in the UC to provide the highest level of services as required by the essential duties of this position. This position requires both office and hands on opportunities.
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Essential Tasks, Duties and Responsibilities

Supervision
- Assess Team needs and help plan weekly staff meetings/in services/trainings as needed.
- Provide informal/formal feedback to all aspects of the student employment program in the University Center.
- Provide coverage for other University Center student staff areas when needed.

Facility Coverage
- Open/Close and secure building
- Be the contact person for each group using the facility before the start of their scheduled meeting.
- Monitor the University Center to check on activities, enforce policies and maintain security.
- Responsible for enacting emergency procedures for the whole facility
- Ensure set-ups, teardowns, custodial and facility maintenance, and audio-visual and technical equipment meets user's needs.
- Responsible for maintaining reservations, daily reports and additional forms as needed.
- Must possess the physical strength and stamina to perform required work including being able to bend, stoop, kneel, move furniture, and work on one's feet for long periods of time.
- Must be able to read, hear and use a computer/tablet/electronic device.

Additional duties
- Attend weekly Building Manager meetings.
- Attend one on one meetings with supervisor/lead manager as scheduled.
- Attend and complete all required trainings.
- CPR & AED Certification is required and will be provided.
- Work on special projects as assigned.
- Other duties as assigned.

Hours of Work

A UC Building Manager employee will be required to work between 10 - 18 hours per week during the academic year. Monthly shift hours are determined on a monthly basis. This position is paid hourly and work-study is not required to be eligible.

Performance Reviews

Performance reviews are conducted with the Associate Director at least once per semester. Self-management is a must, and self-evaluations are continuous.
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Promotion

This position is an internal promotion from entry of any sector of University Center Staff; Productions, Custodial, Desk or Reservations. Promotion to this position may be available after a performance review and will take effect at the beginning of a semester. Some factors that will be considered for promotion:

- Very good to excellent performance review.
- High proficiency in performing entry job duties and responsibilities.
- Reliable work attendance.
- Excellent customer service skills.
- Demonstrated adherence to good, accurate documentation as necessary.
- Interest and willingness in taking on additional duties and responsibilities.
- Demonstrated leadership abilities.

Application for Employment

To apply for a University Center Building Manager position, please email a cover letter and resume to uc-hiring@uwrf.edu

Equal Opportunity Employer

Student Affairs – Building Manager

Student Affairs – Building Manager (SA-BM) is an Equal Opportunity Employer and seeks to reflect the diversity of the University community. SA-BM welcomes students of every academic discipline. To qualify for SA-BM employment, you must be a currently registered student in good academic standing at UW-River Falls. Financial Assistance is not a requirement for SA-BM employment.