Job Title: University Center Building Manager

Level: Internal Advancement
Revision Date: 2/1/11
Pay Rate: $9.25 /hr.

Job Reports To: University Service Associate 2

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 with a maximum of 15 undergraduate credits or 12 graduate credits per semester during the period of employment.
• Minimum cumulative grade point average of 2.50 or higher before and during employment.
• University Center or related experience preferred.
• The position requires 12-15 hours per week.
• After the initial first year of employment, Building Managers can serve in this role for less than an academic year due to:
  ▪ Graduation
  ▪ Study Abroad
  ▪ Student Teaching
  *In these situations, an additional Building Manager will be hired to work on special projects during the semester that is over-staffed. This prevents training mid-year and understaffed situations.
• Internships, outside employment, student teaching and any other extracurricular activities must be discussed with the University Service Associate 2 of the University Center and are subject to approval prior to the involvement
• Must be able to attend all training and be available to cover On-The-Job-Training shifts through the start of the academic year. Fall training begins on August 12, 2011.
• Mandatory fall training is August 12th - 19th and must be fully attended.
• Working Shifts August 20th - September 6th are required.
• All University Center staff mandatory training dates are August 28, 2011 and January 22, 2012.

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
- Hire, train, schedule, supervise, and evaluate student staff of the University Center as assigned.
- 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.
- Cover 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.
- Provide safety to the University Center staff and its customers.
- Insure 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.

Additional duties
- Attend weekly Building Manager meetings
- Attend one on one meetings with supervisor/lead manager as scheduled
- Attend and complete all required trainings
- Other duties as assigned

Hours of Work

A UC Building Manager employee will be required at least 10 - 15 hours per week during the academic year. Weekly shift hours are determined on a semester basis. Additional opportunities may be offered for full-time employment during J-term, Spring Break and summer months on a limited basis. This position is paid hourly and work-study is not required to be eligible.

Performance Reviews

Performance reviews are conducted with the University Service Associate 2 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 visit the website http://www.uwrf.edu/UniversityCenter/StudentEmployment.cfm to fill out the on-line application and then follow the instructions to submit a letter of interest and resume. The website defines all application processes and deadlines.

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.