



Job Description

Position: Campus Center Building Manager **Student Worker**

Reports to: Campus Center Operations Fellow
Associate Director of the Campus Center

Position Summary:

Building Managers are responsible for the care of the Campus Center and the New Hall Conference area. This care includes, but is not limited to, locking/unlocking the building and rooms within, performing building rounds and counts, and managing the overall appearance of these areas. They provide direct support to the Information Desk and assist the Reservations and Event Services staff when requested. They report to the Associate Director of the Campus Center and are supervised by the Campus Center Operations Fellow. They may also take direction from other professional staff members within the department of Auxiliary Services.

Roles and Responsibilities:

- Open and close the Campus Center and New Hall conference area according to the hours of operation
- Perform building rounds, assessments and counts as required, while being mindful of safety, security, maintenance, custodial, equipment, personnel or client issues and correcting or reporting as necessary
- Monitor compliance with building policies and procedures and correct or report as necessary
- Ensure proper communication with the Asst. Dir., CCO Fellow and colleagues at the beginning and end of each shift. This includes submitting shift reports, opening/closing procedures and rounds reports
- Work closely with the Reservations and Events Services Office, Dining Services, Physical Plant, and Public Safety
- Open and secure rooms as scheduled
- Understand emergency procedures and assist Public Safety and other departments in the proper implementation of such in the event of an emergency
- Answer phones for the Information Desk
- Utilize computer skills (EMS, OneNote, Excel, Word, etc.)
- Utilize WhentoWork.com for scheduling availability and making sure to keep it up-to-date at all times
- Utilize Carroll e-mail accounts as a way to communicate with colleagues and professional staff members
- Perform other duties and special projects as assigned

Qualifications:

- Ability to be flexible and handle different situations with confidence and leadership.
- Strong interpersonal, communication and customer service skills as well as possess a high degree of attention to detail.
- Ability to problem solve, work as a team player, and manage multiple priorities.
- Reliability, accuracy, and flexibility related to work schedule.
- Desire to learn and adapt to an ever changing environment.
- Ability to stand or sit for extended periods of time and assist in lifting/moving equipment and supplies.

Training Requirements

- Attend regularly scheduled training/in-service/meeting sessions
- Ability to successfully pass a building assessment with the Campus Center Operations Fellow

Contact Information:

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