



Job Description

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

Reports to: Campus Center Building Manager Fellow
Assistant 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 Assistant Director of the Campus Center and are supervised by the Campus Center Building Manager Fellow. They may also take direction from other professional staff members within the department of Student Activities.

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., CCBM 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, Student Activities, 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 and assist Information Desk student workers with customer needs
- Utilize computer skills (EMS, OneNote, Excel, Word, etc.)
- Utilize WhentoWork.com for scheduling availability, making sure to keep it up to date
- Utilize Carroll email accounts to communicate with colleagues and professional staff members
- Perform other duties and special projects as assigned

Qualifications:

- At least one year of experience in the role of Campus Center Information Desk student worker
- Ability to be flexible and handle different situations with confidence and leadership, taking a proactive role
- Strong interpersonal 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 Building Manager Fellow

Contact Information:

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