

University Center Building Manager

Position Description

Student Affairs • University of Wisconsin-River Falls

Title:	University Center Building Manager
Department:	Student Affairs
Reports to:	Associate Director of University Center
Appointment:	Academic year 2008-09. Tentative start date in August 2008 and end date in late May 2009 (summer '09 employment may be available).
Classification:	Hourly paraprofessional
Remuneration:	\$8.25 per hour starting base salary \$50 cash stipend for spring pre-employment activities.

Position Summary

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. 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.

Responsibilities

Supervision

- A. Hire, train, schedule, supervise, and evaluate student staff within assigned area.
- B. Oversee work schedules and payroll process for student staff within assigned area.
- C. Assess Team needs and help plan monthly staff meetings/in services/trainings as needed.
- D. Provide informal/formal feedback to all aspects of the student employment program in the University Center.
- E. Cover other University Center student staff areas when needed.

Facility Coverage

- A. Open/Close and Securing building
- B. Monitor the University Center to check on activities, enforce policies and maintain security.
- C. Provide safety to the University Center staff and its customers.
- D. Insure set-ups, teardowns, custodial and facility maintenance, and audio-visual and technical equipment meets user's needs.
- E. Responsible for maintaining reservations, daily reports and additional forms as needed.

Additional duties

- A. Attend weekly Building Manager meetings
- B. Attend and complete all required trainings
- C. Other duties as assigned

Qualifications and Conditions of Employment

- A. Must be an enrolled UWRF student with a maximum of 15 undergraduate credits or 12 graduate credits per semester during the period of employment.
- B. Minimum cumulative grade point average of 2.50 or higher before and during employment.
- C. University Center or related experience preferred.
- D. Must be available to attend spring and fall training activities.
- E. The position requires 12-20 hours per week.
- F. Student teaching experiences, internships, and outside employment are **not allowed**. Any other extracurricular activities must be discussed with the Associate Director of University Center and are subject to approval prior to the involvement

Interested candidates must submit a completed application packet, a letter of application and personal resume to:

The Recruitment and Selection Committee
Involvement Center
410 S. 3rd Street
River Falls, WI 54022

All application materials must be received by 12:00 p.m. on Friday, February 15, 2008.