Student Academic Building Manager

Supervisor: Adam Weaver

Starting salary: $12.00 per hour

Hours per week: Approximately 10-20 hours per week

Available Shifts:
- **Sunday**: 11:30am-6:00pm / 6:00pm-12:00am
- **Monday**: 4:30pm-8:00pm / 8:00pm-12:00am
- **Tuesday**: 4:30pm-8:00pm / 8:00pm-12:00am
- **Wednesday**: 4:30pm-8:00pm / 8:00pm-12:00am

Job Summary:
- Monitor academic buildings utilized for ECS scheduled events outside of normal building hours – including, but not limited to, Linthicum Hall, Smith Hall and the College of Liberal Arts.
- Conduct hourly walk-through of scheduled academic spaces during shift and focus on the safety and cleanliness of the building. Communicate any incidents during your shift to the position supervisor.
- Perform closing duties of the buildings – ensuring all classrooms are left in an orderly manner and locked.
- Complete a building manager report at the end of each shift – clearly detailing any issues from the shift.
- Interact directly with staff, students, clients and visitors in a professional manner.
- Provide accurate information and answer questions in the buildings and by telephone.
- Interact with housekeeping, and maintenance on a daily basis regarding building issues as needed.
- Performs various administrative tasks as required.

Qualifications:
- Must be dependable and personable.
- Must be able to work additional shifts when needed.
- Must be able to work late shifts and weekends.
- Must be able to multitask.
- Must be able to be on feet (or with accommodations) and mobile for extended periods of time.

Training:
- Must complete a training program and take an online crowd control training course.
- Must train with a Manager on opening and closing shifts, and become familiar with the building policies and procedures.

Experience:
- Customer service experience preferred.
- Knowledge of the Towson University campus a plus.

How to apply:
- Complete the online [Student Employment Application](http://www.towson.edu/campus/planningevents/employment/application.html). You may attach your resume.