Towson University
Event & Conference Services

Building Manager
West Village Commons

Supervisor: Beth Dishner
Starting Salary: $12.20 per hour
Hours: 12-16 hours per week
Dates of Employment: during Fall and Spring semesters / possible hours during breaks

Job Summary:
- Greet students and guests in a courteous/professional manner.
- Direct students and guests to meeting space and buildings throughout campus.
- Communicate pertinent information to their supervisor.
- In case of emergency, contact maintenance staff, housekeeping personnel or TU police.
- Accurately complete daily shift reports.
- Open and close West Village Commons, securing all spaces and external doors.
- Perform hourly walk-throughs of the building.
- Perform other duties as assigned.

Shifts:
- All shifts available are typically (3-5) hours in length
- Must be able to work a minimum of 2 shifts per week

Minimum Qualifications:
- Must be able to communicate with students and guests in a courteous, professional manner.
- Thorough knowledge of the Towson University campus and surrounding community.
- Ability to climb stairs and ride elevators. Ability to lift objects weighing up to 25 pounds.

How to apply:
Go to the Towson University website: Handshake

Complete the Student Employment Application attached in the job posting on the Handshake website, and email it to bhdishner@towson.edu, along with a copy of your class schedule.

*West Village Commons Information Desk is located on the 1st floor of WVC. The contact # is 410-704-6666.