Towson University
Event & Conference Services

Building Manager
West Village Commons

Supervisor:  Beth Dishner
Starting Salary:  $11.35 per hour
Hours:  12-16 hours per week
Dates of Employment:  during Fall and Spring semesters

Job Summary:
- Greet students and guests in a courteous/professional manner.
- Direct students and guests in locating assigned 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 other duties as assigned.

Shifts:
- All shifts available are typically five (3-4) hours in length
- Must be able to work a minimum of 2 shifts per week and one weekend per month

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 50 pounds.

How to apply:
Handshake
Complete the Student Employment Application on the Handshake web site and submit it through the website along with a copy of your class schedule or print it, complete it, and attach your resume and class schedule and drop them off to the Information Desk on the 1st floor in West Village Commons.