University Union
Student Building Manager Job Description

Supervisor: Joe Sabbat

Starting salary: $9.50

Hours per week: Approximately 14

Availability: Monday-Friday 8pm-2:30pm / Saturday 1pm-12:30am / Sunday 8am-11:30pm

Job Summary:
- Perform opening and closing duties of the University Union, and serve as point of contact when Building Manager is not available.
- Assist individuals with access to student group offices, and accept flyers and posters for posting.
- Interacts directly with staff, students, clients and visitors.
- Provide accurate information and answer questions by telephone and visitors at the Information Desk.
- Log lost and found items using SharePoint system, and sign out borrowed items to students and staff.
- Interact with event staff, housekeeping, and maintenance on a daily basis regarding building issues as needed.
- Make table reservations for departments and student organizations.
- Performs various administrative tasks and support services.

Qualifications:
- Must be dependable and personable.
- Must be able to work additional shifts when needed.
- Must be able to multitask.
- Must be able to work late shifts and weekends.

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