Towson University
Event & Conference Services

Building Manager
West Village Commons

Supervisor:  Beth Dishner
Starting Salary:  $9.50 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.
- Assist students and guests in locating assigned meeting space and buildings throughout campus.
- Communicate pertinent information to 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 (5) hours in length
- Shifts available are: Nights and some weekends
- Must be able to work a minimum of 2 shifts per week and one weekend a 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:
Hire@TU:
Complete the Student Employment Application on the Hire@TU web site and submit it through the website along with a copy of your resume or print it, complete it, and attach your resume and drop them off to the Information Desk in West Village Commons.