

# Building Supervisor Position

## Student Center Facilities University Center Information Desk

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**Basic Job Description:** This position is vital to the entire function of our Student Center Facilities and is an excellent position to gain leadership and teamwork experience, as well as, enhance your resume.

- **A Building Supervisor handles the day to day operations at the Information Desk in the University Center (UC)**
- **Coordinates audio visual set-up and take-down of equipment in meeting and dining rooms**
- **Issues student organization and center keys to authorized users**
- **Provides security for building users and secures the building at lock up**
- **Assists with office related duties: Provides assistance to students, faculty and staff, and visitors; answers phones, provides directions and general information, assists with errands on campus and office related duties as assigned.**
- **Oversees the Lost and Found, package and mail delivery, and other duties as assigned**
- **Work closely with Dean of Students Staff, ABM custodial staff, and Dining Services**
- **Participate in weekly staff meetings, fall and spring staff retreats, and assigned staff team end of the year evaluation projects**

### **Hours:**

- Paid training is provided and lasts approximately three weeks. During training each trainee must attend a variety of training sessions which will expose the trainee to a variety of duties and shifts related to the position. The training will include day, evening, and weekend hours.
- After training concludes each Building Supervisor will arrange a set repeating weekly schedule which includes attending one hour paid weekly staff meeting. Minimum scheduling requirements include working two hours before 5 p.m. Monday-Friday, one evening or weekend shift, and one hour weekly staff meeting (offered on two different days for one hour). As necessary, all staff who do not have set Friday evening, Saturday or Sunday hours may be placed on a rotation schedule approximately five to six times per semester.

### **Qualifications: Work Study**

- Must be able to work independently, willing to take initiative, be dependable, and responsible. This position requires excellent English speaking skills, time management, and customer service skills. Priority interviewing will be given to First Year Students.

### **Pay Rate:**

The pay rate begins at \$9.00 per hour.

## *Student Center Facilities Building Supervisor Job Application Work Study Position*

### Learning Outcomes for Building Supervisors

- Staff working in Student Center Facilities will be provided with many opportunities for learning and development within our department.
- As a result of training and weekly staff meetings Building Supervisors will be able to demonstrate effectively learning competencies in the areas of customer service, critical thinking, decision making, personal responsibility, interpersonal and group skills, team work, professional skills, inclusiveness, and communication.
- As a result of working in this position staff members will be knowledgeable of and be able to dispense a wide range of information about the University and surrounding areas.
- As a result of working in this position staff members will be able to demonstrate complete knowledge of audio visual equipment operation and equipment set-ups/take-downs within all of our facilities.
- As a result of working in this position staff members will be able to demonstrate skills required for daily operations of the Information Desk.

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This position requires all staff to work at the University Center Information Desk. You must be able to work flexible day and evening hours between 9 a.m. and closing. Paid training will be provided and will last approximately three weeks; during training you will be required to rotate through all day, evening, and weekend shifts. Attendance is required at paid weekly staff meetings. Pay rate begins at \$9 per hour; staff must work a minimum of 5.5 hours per week.

Name: \_\_\_\_\_ email: \_\_\_\_\_ Date: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

On Campus Address/Off Campus Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Major: \_\_\_\_\_ Expected Date of Graduation: \_\_\_\_\_

Amount of Federal Work-Study received? \_\_\_\_\_

Previous Work Experience:

\_\_\_\_\_

Provide any additional experience or training:

\_\_\_\_\_

### References:

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

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Approximate number of hours you anticipate being able to work per week: \_\_\_\_\_

Are you available to work during breaks and/or during the summer? Yes No

Return completed application to: Carol Hill, Director Student Center Facilities, University Center  
Information Desk 1<sup>st</sup> Floor East