

<b>Title:</b> Student Building Manager	
<b>Description:</b>	
<p>Student Building Manager is responsible for the overall operations of the Campus Services spaces to include the Campus Center and Woodland Common facilities during evening and weekend hours. Assist in maintaining the overall supervision of the campus services maintenance staff to include but not limited to; daily maintenance of the facility and meeting the client's needs.</p> <p>Student Building Manager is required to be patient, observant and detail-oriented.</p>	
<b>Skills Required/ Desired</b>	
<ul style="list-style-type: none"> <li>■ Ability to train and supervise a student staff of maintainers of various skill levels</li> <li>■ Ability to assign tasks and monitor the performance of building workers</li> <li>■ Assist with emergency procedures if needed (i.e. Fire alarms)</li> <li>■ Maintain building cleanliness, security and report concerns to Campus Services professional staff (i.e. monitoring of inventory, furniture conditions, out of the ordinary situations, etc)</li> <li>■ Maintenance of confidential information of students (i.e. student performance, payroll information, etc.)</li> <li>■ Ability to devise a task plan for student staff for goals for shifts</li> <li>■ Ability to manage and handle money</li> <li>■ Ability to train other student staff on the utilization and safety specification of Campus Services equipment.</li> <li>■ Customer service focused</li> <li>■ Ability to interact with clients and University staff members</li> <li>■ Demonstrated understanding of the event services policies on campus to include but not limited to; Campus services reservation policy, Alcohol policies, Dance policy, etc.</li> <li>■ Ability to supervise beverage staff</li> <li>■ Understanding and certification in the local, state and federal alcohol policies</li> <li>■ Flexible problem solver and service oriented individual</li> <li>■ Ability to reconcile inventory with sales and cash received</li> <li>■ Ability to lift about 35lbs</li> <li>■ Ability to use scheduling software, office suite, and other software package.</li> </ul>	
<b>Location:</b> Campus Services	
<b>Hours:</b> Variable and Flexible	
<b>Period of Employment:</b> Fall and Spring Semester	
<b>Contact Person (s):</b> Derek Costa x8188 DCosta1@umassd.edu	
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