

- I. **Title:** Building Services Team Coordinator (BST Coordinator)
- II. **Description/Scope:** The Building Services Team Coordinator schedules, coordinates and supervises the event and custodial services function of the Building Services Team, including: assisting with hiring, training and evaluations. The Coordinator is responsible for the general coordination of event support and needs for student custodial work in the Union. They will also coordinate with other building personnel to ensure the Building Services Team is informed of all necessary information. The Director of Reservations and Event Support may assign special projects.
- III. **Supervisor:** Coordinator of Reservations and Event Support
- IV. **Pay Rate: \$10.25/hour**
**Compensation according to the University Union Wage Rate Guidelines (updated summer 2017)*
- V. **Time Commitment:**
The Building Services Team Coordinator must be able to work up to 20 hours per week during the academic year. The Coordinator is expected to work a weekly shift on the floor with the team, hold office hours weekly and occasionally work weekends. Hours are available over breaks and summer as well.
- VI. **Responsibilities:**
- A. Provide training for the Building Services Team in the following areas:
 - a. Event setup
 - b. Basic technical equipment
 - c. Custodial supplies
 - d. Two-way radio use
 - e. Customer service
 - f. Event patrol
 - g. University Union policies and procedures
 - B. Initiate and coordinate the hiring, supervision, scheduling, training and evaluation of the Building Services Team.
 - C. Assist with creating and updating of various resources including, the technical support binder and event setup handbook.
 - D. Assist with event support, equipment inspection, maintenance and inventory, initiate purchase orders for event support supplies and make recommendations for equipment replacement.
 - E. Maintain organized storage spaces for event support equipment.
 - F. Assist in leading weekly Building Services Team meetings to review current issues, previous events, new information, upcoming events and employment information.
 - G. Attend the Event Planning meeting to provide the necessary facility, event and program information to the Building Services Team.
 - H. Serve as backup when team member are not able to cover a shift or if additional support is needed.
 - I. Act as the backup contact for events such as weddings when the full-time supervisor is not present.
 - J. Attend monthly Coordinator meetings.
 - K. Work with the Event Support Building Manager to facilitate Event Patrol training for new staff members as needed.
 - L. Assist the Coordinator of Reservations and Event Support in formulating the operating budget for the Building Services Team.
 - M. Assist the formulation, distribution and execution of event diagrams.
- VII. **Qualifications:**
Building Services Team Coordinator must possess leadership ability, management experience, effective interpersonal communication skills, customer service, organizational skills, ability to work independently with

little supervision. Knowledge of the University Union operation, policies and procedures as well as an extensive familiarity of campus programs is preferred.

**All University Union employees must be enrolled in at least 6 undergraduate or 5 graduate credits per semester while maintaining a minimum cumulative GPA of 2.5 and have a minimum of 4 semester of schooling left at time of hire.

Updated: 06/17

