



I. **Title:** Building Manager Coordinator

II. **Description/Scope:** The Building Manager Coordinator is the primary University Union staff member responsible during all hours of operation for overall management including supervising the building at all times. The Coordinator also serves as: a resource liaison to various University Union Department, project managers, and members of public relations, trouble shooting, building security staff, event supervisor, and mentor. The Coordinator needs to be familiar with the entire University Union operations and the various policies, procedures, and regulations governing the use of the facility, programs, campus, Union, and contracted services offered within the organization. The Coordinator needs to be familiar with campus events and programs as well as the operation of various audio, visual, and general equipment used in the building. The Coordinator is in charge of scheduling, coordinating, and handling personnel issues under the direction of the Associate Director of Operations.

III. **Supervisor:** Associate Director of Operations

IV. **Pay Rate:** \$15.00/hour

**Compensation according to the University Union Wage Rate Guidelines (updated spring 2023)*

V. **Time Commitment:**

This University Union operation is open Monday through Friday from 7am-11:30pm, and Saturday to Sunday from 8:30am-11:30pm. Some late evening hours are required for special events that can extend to 2am periodically. Work during summer and breaks is preferred but not required.*

**Building hours may vary depending on current pandemic status and building traffic.*

VI. **Responsibilities:**

On particular scheduled shifts, the Building Manager Coordinator will perform the following duties and responsibilities:

- Open and close the University Union and service areas located in the building
- Provide customer service to internal and external clients renting meeting rooms in our building – assisting with any extra needs
- Respond to all building emergency situations and take appropriate action utilizing established procedures and protocol
- Serve as the primary service and problem solving contact for any and all customers in the building
- Develop an operating knowledge of all University Union areas to be able to provide support and coverage during busy times
- Schedule, coordinate, and handle Building Manager personnel matters under the direction of the Associate Director of Operations
- Schedule and develop weekly Building Manager meetings including agendas, trainings, and Power Point presentations.

VII. **Qualifications:**

Building Manager Coordinators must be effective leaders, reliable, responsible, mature, and able to handle a variety of difficult and sometimes emergency situations. Employees must have a high level of initiative, able to work independently or in a team setting, have exceptional communication skills, and be an efficient problem solver. *Familiarity with campus life and the University Union is preferred, but not required.

**All University Union employees must maintain a minimum cumulative GPA of 2.0.