

**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 Building Operations Manager.

**III. Supervisor:** Building Operations Manager

**IV. Pay Rate:** \$10.95/hour

*\*Compensation according to the University Union Wage Rate Guidelines (updated summer 2018)*

**V. Time Commitment:**

This University Union operation is open Monday through Friday from 7am-11:30pm, and Saturday to Sunday from 9am-11:30pm. Some late evening hours are required for special events that can extend to 2am periodically. Working during summer and breaks are available but not required.

**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 personnel matters under the direction of the Building Operations Manager

**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 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.

# *Your* University Union

