**Buntrock Commons Building Manager Position Description**

**Supervised by:** Professional staff members of Buntrock Commons and Student Activities Office

The Building Manager serves as a liaison between the administrative staff and the student operations staff to insure guests’ event needs are met. They will assist the professional staff with the daily operation of Buntrock.

The Building Manager must be organized, have good communication skills, display strong problem solving abilities and possess computer skills. Individual must also possess the ability to accept responsibility, make independent decisions, and demonstrate a positive attitude of customer service. The Building Manager must be honest, trustworthy, and strive to enhance the department. This position supports the mission and goals of the Division of Student Life and the College.

**General Responsibilities:**

* Regulate and monitor service, safety, and security of Buntrock Commons by walking rounds, responding to issues, and completing reports.
* Facilitate the co-curricular and administrative programs, assist the programs of contracted non-college organizations. Monitor events, including event set-ups. Identify and resolve immediate operation issues.
* Assist administration with student staff training and development. Participate in student employee staff meetings and programs. Supervise Information Desk staff. Responsible for student staff scheduling, rotations, timesheet approvals, hiring, evaluation,
* Execute emergency procedures (building evacuations, medical emergencies, etc.)
* Manage on-site facility and customer problems. Be willing to be ‘on duty’ when needed.
* Model appropriate behavior and provide leadership for the other student staff. Foster communication.
* Be aware of general building problems:
  + Picking up garbage, straightening work area, lost and found, general equipment cleaning
* Maintain appropriate level of confidentiality with official business of the college.
* Communicate effectively and respectfully with custodial staff.
* Learn to use reservation system if required.
* Learn to use and manage Trello for staff communication.
* Print IDs and set up Ole Dollar accounts.
* Facilitate van reservations and prepare key packets.
* Assist with event set-ups and tear-downs as needed.
* Participate in weekly management meetings.
* Other duties as assigned.

**Special qualifications:**

* Service-oriented mindset.
* Able to form good and constant interaction with members of the college community and general public.
* Willingness to enforce rules and mission of the department.
* Responsibility and enthusiasm to give Buntrock better services and improvements.
* Obtain a cumulative GPA of 2.0 or above each semester employed.

**Training dates staff must participate in:**

Wednesday, May 1, 2018 7pm Wednesday, September 5 12-5pm

**As a result of this work, students will work towards these STOGoals:**

**Intentional and Holistic Self-Development**

* Persist, adapt, and grow when experiencing a challenge, disappointment, or failure
* Speak and act in ways that respect others and build community

**Effective Communication and Collaboration**

* Listen attentively and emphatically
* Speak persuasively, confidently, and expressively
* Collaborate productively with others, knowing when and how to lead, and when and how to support the leadership of another
* Model and foster respectful dialogue and civil discourse

**Responsible Interpersonal, Civic, and Global Engagement**

* Live and work effectively with many different kinds of people

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