

University Center Building Supervisor Job Description

The building supervisor is responsible for assisting with the supervision of the University Center which includes supervising specific programs, the facility, and student staff. This position requires critical thinking skills and the ability to work independently. Supervisors are expected to maintain an awareness of potential problems while creating a warm and welcoming atmosphere in the facility.

Qualifications

- Must be a current UTM student
- Excellent customer service skills
- Basic computer knowledge
- Ability to communicate positively and effectively
- Detail oriented and self-motivated
- Ability to react calmly and effectively in emergency situations
- Must possess or be able to obtain CPR/AED certification within the first month of employment
- Must be able to pass a background check
- Early morning, evening and weekend availability; flexible scheduling and break availability
- Work-study status preferred

Job Responsibilities and Duties

- Represent the Office of Student Life in a professional and mature manner
- Reports to the Assistant Director of Campus Event Services and the University Center.
- Serve as a resource by providing accurate and current information regarding facility and University related programs.
- Attend all regularly scheduled training and/or meetings.
- Maintain security and safety of facility, users, and staff through opening/closing procedures and hourly rounds.
- Communicate and consistently enforce university, departmental, and facility policies and procedures with all users and coworkers; employ strong decision making and conflict resolution skills with customer(s) when policies and/or procedures are violated.
- Assist in the coordination of daily facility operations that include supervision of patrons and events, equipment set up and tear down, cleaning, hourly usage reports, and special events.
- Serve customers in the Office of Student Life and on the telephone in a professional and courteous manner.
- Coordinate emergency and evacuation procedures that include care for injured, initiation of emergency action plan, notification of appropriate university authorities, and completion of paperwork.
- Maintain a positive, cooperative, and customer service oriented attitude that enhances a fun work environment; wear staff apparel and maintain clean, professional atmosphere.
- Maintain all equipment and ensure proper use.
- Maintain current certifications in CPR & AED.
- Serve as a positive representative while participating in university and departmental activities.
- Perform other duties as assigned by supervisor