

Skutt and Harper Centers Student Employee Job Descriptions

Title: Building Manager Coordinator

Supervisor: Associate Director

General Summary:

The manager coordinator is a part-time, temporary student employee. He/she assists the evening/weekend manager with coordination of the building managers.

Pre-Requisites:

1. Enrollment at Creighton University
2. Maintain a cumulative GPA of 2.5 or higher
3. A flexible schedule
4. Previous experience as a building manager

Duties and Responsibilities:

1. Conduct weekly manager meetings
2. Train new managers and assist with continuing training of all building managers.
3. Assist in preparation and execution of the annual manager session to be conducted during fall welcome week
4. Develop semester work schedules to include weekday and rotating weekend schedules for academic semesters, holidays, breaks, and summer periods.
5. Supervise the substitution policy. If necessary, assist the managers in locating a substitute or may work the shift for them
6. Accept applications for vacant manager positions. Conduct preliminary interviews. Make recommendations for successful candidates to enter the manager-in-training program.
7. Assist the assistant director in conducting the manager-in-training program in the spring semester
8. Maintain the student building manager handbook
9. Coordinate special projects for student building managers.
10. Make a manager schedule for holidays and summer sessions
11. Keep an up dated list of contact numbers for all managers
12. Inform all other departments of the managers' schedule and contact numbers.
13. Be aware of current emergency procedures
14. Assist with miscellaneous projects as assigned.

Expectations:

1. Know all the policies and procedures of the Skutt and Harper Centers
2. Be responsible and fulfill duties with minimal supervision
3. Be organized and help the managers to be organized
4. Know all setup styles, audio visual and sound equipment, information desk services and procedures, custodial procedures, etc.
5. Work well with others
6. Have a manager scheduled for all hours, including holidays and summer
7. Be enthusiastic.
8. Encourage workers to do a good job and understand their importance as a Skutt and Harper Center employee and the role they play in customer service.
9. Keep the managers trained and well informed
10. Be creative and think of new ideas that can better the Skutt and Harper Centers, its clients and staff
11. Evaluate each manager on a regular basis. Encourage them with positive remarks and help them with suggestions
12. Have efficient monthly reports done on time
13. Spend approximately 25% of work hours working a regular manager's shift

Knowledge, Skills, and Abilities:

1. Good human relations skills
2. Good communication skills
3. Leadership and supervisory skills
4. Organizational skills
5. The physical ability to lift at least 50lbs and climb a 12' ladder