

Skutt and Harper Centers Student Employee Job Description

Title: Building Manager Trainee

Supervisor: Building Manager Coordinator and Associate Director

General Summary:

A trainee is a part-time, temporary student employee. A trainee is in the process of completing all the requirements and acquiring the knowledge needed to be a building manager.

Pre-Requisites:

1. Enrollment at Creighton University.
2. A minimum of a three semester commitment.
3. A cumulative GPA of 2.5 or higher.
4. A flexible schedule.
5. A second semester freshman or higher.
6. At least one semester of good work performance with another Creighton University department or an outside employer.

Duties and Responsibilities:

1. Attend all training classes and meetings. This consists of 13 weeks of class and approximately 15 out of class sessions.
2. Do work with the information desk, reservations, setup, catering, and housekeeping in order to better understand the activities of the building.
3. Shadow a current building manager regularly.
4. Maintain one regular shift with Event Management.
5. Pass the manager test.
6. Learn all the responsibilities of a building manager and begin to execute them.

Expectations:

1. Be at every class.
2. Be on time for every shift and give plenty of notice when expected to be late or sick.
3. Pay attention, ask questions, and participate in class discussion.
4. Be creative and think of new ideas that can better the Skutt and Harper Centers for its customers and staff.
5. Work well with others, be enthusiastic, and be willing to learn and practice life skills.
6. Learn all the policies, procedures and locations of items within the Student Center.
7. Work some weekends, and possibly holidays.
8. Be responsible.

Knowledge, Skills, and Abilities:

1. Good communication skills
2. Leadership and supervisory skills
3. Be organized
4. Good customer service skills
5. Be physically able to lift at least 50lbs and climb a 12' ladder

Bonuses:

1. Possible personalized internships
2. Paid for all training classes and sessions
3. Leadership skill development