

DUDLEY H. DAVIS CENTER
Student Building Manager
(approximately 15 available positions)

The Student Building Manager is a vital member of the Davis Center team, serving as the eyes and ears of the building during evening and weekend hours and representing the Operations Office, the Davis Center, and the University as a provider of quality customer service. These student leaders oversee the operation of the Davis Center from 4:30pm-closing every weekday and all day on weekends. Expected to be “building generalists”, they trouble-shoot issues, provide a safe and secure environment, and supervise and support the Reservations, Information Center, and Production Assistants.

Responsibilities:

1. Oversee and support the functions of the Information Center, games area, and all meeting, event, and lounge spaces within the Davis Center. Supervise on-duty Reservations, Information Center and Production Assistants, and remain up-to-date on all operational procedures within the Reservations, Information Center and Production Assistant positions.
2. Review daily reports to familiarize self with events and meetings occurring in the Davis Center; ensure facility appearance and event setups are consistent with requests and standards set forth by the operations office. Contact appropriate individuals if event setup, facility appearance, or maintenance concerns arise.
3. Ensure that both employees and patrons uphold Davis Center and University policies and regulations.
4. Provide sound, light, setup, and audio-visual support to meeting and event spaces as needed; assist Production Assistants with large setups and issues as they arise.
5. Conduct building rounds to ensure security of facility and safety of patrons. When security or safety is jeopardized, respond accordingly and contact appropriate personnel.
6. Maintain a record of issues confronted throughout shift; distribute information with co-workers and supervisor.
7. Assist Davis Center staff in creatively contributing to our social justice and environmental stewardship goals.
8. Complete a minimum of one monthly shift as a Production Assistant.
9. Attend all scheduled meetings and training sessions.
10. Perform other duties as assigned.

Qualifications:

1. Enthusiasm for working in a diverse, team-centered environment.
2. Willingness to leave the Davis Center better than you found it.
3. Strong leadership, organization, customer service, and problem-solving skills.
4. Ability to supervise peers.
5. Attention to detail and ability to manage multiple tasks at the same time.
6. Excellent communication skills.
7. Reliable and responsible.
8. Ability to positively represent the Davis Center and the University.
9. Commitment to diversity & environmental stewardship.

Skills/Experience Acquired:

1. Increased understanding of event planning and management.
2. Improved management and supervisory skills, including mediation, customer service, teamwork, and facilitation.
3. Increased knowledge of campus programming and facility operations.
4. Experience working on a diverse and environmentally friendly staff committed to personal and professional growth.