

BUILDING MANAGER

POSITION SUMMARY:

- The student Building Managers serve as the eyes and ears of the building, representing Davis Center Operations & Events, and the University as a provider of quality customer service. These student leaders coordinate the daily operations of the Davis Center during established building hours and serve as the primary contact for event clients. Expected to be "building generalists," they trouble-shoot issues, provide a safe and secure environment, and coordinate support of the Information Centers and Event Service Teams.

RESPONSIBILITIES:

- Support the functions of the Information Desks, games area, and all meeting, event, and lounge spaces within the Davis Center including staff on duty in the Operations Reservations Assistant, Information Desk Assistant, Technical Assistants and Production Assistants roles. Remain up-to-date on all operational procedures within the building and the student staff roles.
- Review daily EMS information and reports to be familiar 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. Ensure smooth execution of events and meetings, address issues if possible and/or contact appropriate individuals if event setup, facility appearance, or maintenance concerns arise.
- Address behavior of students, employees and guests that violate Davis Center and University policies and regulations.
- Provide sound, light, setup, and audio-visual support to meeting and event spaces as needed; assist Technical and Production Assistants with large setups and issues as they arise.
- Conduct building rounds to ensure security of facility, safety of building guests, and smooth operation of the building. When security or safety is jeopardized, respond accordingly and contact appropriate personnel.
- Maintain a record of issues confronted throughout shift; distribute information with co-workers and supervisor.
- Assist Davis Center staff in creatively contributing to our social justice and environmental stewardship goals.
- Responsible building operations in the absence of professional staff.
- Attend all scheduled meetings and training sessions.
- Perform other duties as assigned.

RESPONSIBILITIES DURING THE COVID-19 PANDEMIC:

- Enforce all Safety, Social Distancing, and University policies are followed and maintained.
- Maintain socially distant setups for events & common areas
- Clean and disinfect all work surfaces, shared office spaces, study spaces, event/meeting rooms and surrounding areas

QUALIFICATIONS:

- Must be a currently matriculated University of Vermont student in good standing
- Willingness to leave the Davis Center better than you found it
- Strong leadership, problem-solving skills

Position Description – Student Employment

Updated March 2022

- Ability to oversee peers in a respectful and professional manner
- Attention to detail and ability to manage multiple tasks at the same time
- Reliable and responsible
- Interest in event planning, management, and operations
- Increased independence, confidence, and critical thinking skills
- Ability to push/pull/lift items including tables, staging & chairs
- Ability and willingness to work both independently and with a team
- Interest in increasing knowledge and skills related to event planning and delivery
- Ability to handle a variety of situations simultaneously in a professional and efficient manner
- Ability to positively represent The Davis Center and The University of Vermont
- Enthusiasm for working in a diverse, team-centered, and environmentally friendly office environment
- Motivation to increase and share in the community building at the University of Vermont
- Strong customer-service, communication, problem-solving, and organizational skills
- Desire and ability to work a flexible schedule that requires work on nights and weekends as well as early mornings

SKILLS & EXPERIENCE ACQUIRED THROUGH EMPLOYMENT:

- Increased understanding of event planning and management.
- Improved management and supervisory skills, including problem solving, mediation, customer service, teamwork, and facilitation.
- Increased knowledge of campus programming and facility operations.
- Experience working on a diverse and environmentally friendly staff committed to personal and professional growth.
- Enhanced project-management, customer-service, communication, organization, and problem-solving skills.
- Experience working on a diverse and environmentally friendly staff committed to personal and professional growth.
- Familiarity in utilizing facility reservations systems and software, and web technologies to obtain and share information.