

LOKER STUDENT UNION, INC.
California State University, Dominguez Hills
STUDENT BUILDING MANAGER



Pay Classification: Student Assistant Level III; \$18.90-\$19.65 per hour.

Work Schedule: Up to 20 hours per week during academic semesters.
Up to 40 hours during semester breaks.

Employment Period: This is a 7-days/week, year-round position. Once appointed, incumbents may stay in the position as long as they remain enrolled students in good standing. There is no need to re-apply annually.

General Statement:

Under the supervision of the Building Services Manager the Student Building Manager is responsible for activities, services, and general operations of the Loker Student Union, Inc. (LSU) in the absence of the full-time staff. The Student Building Manager is responsible for the supervision of events/programs that occur within and outside the normal operating hours of the LSU. This position will become familiar with a variety of building control systems.

Specific Duties & Responsibilities:

- Monitor day-to-day building operations, ensuring a safe and secure facility environment.
- Open and/or close the entire LSU facility at designated operating hours.
- Enforce and communicate LSU and applicable University policies.
- Oversee general building comfort and cleanliness by responding to building systems, and conduct emergency maintenance and cleanings.
- Conduct regular safety and security checks of all interior and exterior areas of the LSU.
- Perform frequent building walks and patron/census counts.
- Prepare incident reports, and contact appropriate full-time LSU personnel in case of emergencies.
- Provides appropriate LSU and university referrals to the campus community.
- Keeps informed about the daily LSU and university activities, programs, events and services offered.
- Monitor general operations, events and meetings to ensure facilities and equipment are properly used.
- Provide Audio/Visual support (i.e. projector, laptop carts, microphones, etc.) as needed.
- Serve as operations liaison and event supervisor for events scheduled outside normal operating hours.
- Work with appropriate LSU staff, customers, program advisors, food service personnel, campus police, and other University officials to ensure that events are properly managed and controlled.
- Must be able to work late night/early morning shifts during the extended building hours, campus holidays and most weekends as required.
- Work performed involves operating machinery/office equipment (i.e. carpet extractor, laminator, and copier).
- Be knowledgeable on how to utilize the Material Safety Data Sheet (MSDS)/Safety Data Sheet (SDS), be able to mix and apply chemicals for sanitation and cleaning purposes.
- Provide general supervision of student employees in the absence of area supervisors.
- Assume duties of student assistant employees during break periods.
- Report any malfunction of building systems as required.
- Reconcile/close-out department registers, event cash funds, and compute related financial records.
- Prepare weekly work schedules and disseminate after approval from supervisor.
- Ensure the Loading Dock doors are secured, dock area is well-maintained.
- Prepare a written report and/or log of each shift or event worked, and email report to a provided distribution list.
- Maintain CPR/First Aid certification.
- Adheres to Student Building Manager Manual, LSU and Student Assistant Employee Handbook policies and procedures.
- Attend required student employee staff meetings and trainings
- Assist with other duties and/or special projects as assigned.

Skill Requirement:

- Willingness to work with an ethnically diverse and culturally pluralistic student body and staff.
- Possess and display excellent customer service in all interactions; maintains professional and courteous demeanor.
- Ability to work evenings, weekends, and holidays as required and on short notice.
- Preferred experience: supervisory, point-of-sales systems/cash handling, and/or customer service experience.
- Must have minimum one (1) year applicable experience and/or must successfully complete the Student Building Manager Trainee Program.
- Must be able to interpret and carry out University policies and procedures as they relate to the activities of individuals or groups using University facilities.
- Effective listening, paraprofessional counseling and referral knowledge and skills.
- Strong interpersonal and group communication skills for work in a team environment.
- Good organizational skills: ability to prioritize, complete assigned work duties and handle a wide variety of tasks.
- Must be self-motivated, able to work independently, and to apply good judgment.
- Analytical and problem solving skills.
- Personal attributes: to be honest and trustworthy; be respectful; possess cultural awareness and sensitivity; be flexible; and demonstrate sound work ethics.
- Work performed involves bending, stooping, and lifting over 50 lbs.
- Attention to detail.
- Computer literacy: Microsoft Office. Familiarity with desktop publishing and Enterprise Management Systems (EMS) software is preferred.
- Knowledge of general office system (phone, fax, copier, printer, scanner, laminator, etc.) preferred.
- Serve as ambassador/role model for the LSU by providing high energy, enthusiasm, and effective communication.
- Must be able to effectively interact with students, staff and the general public.

Employment Eligibility:

Employment with LSU is open to any qualified CSUDH student enrolled at least half time, 6 units undergraduate or 4 units graduate, and has a legal right to work in the United States. In addition, the student employee must at least have a 2.0 cumulative G.P.A. for undergraduate students and 3.0 cumulative G.P.A for graduate students. Individuals enrolled only in extension courses are not eligible for hire.