

# University Center **Building Manager**

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**Department:** James R. Connor University Center

**Reports To:** University Center Facilities Coordinator

**Hours per week:** Approximately 15-20 – Weekday evenings, and all weekend building hours.

Starting Wage \$11.75 per hour

**High Impact Practice** – By incorporating classroom learning into hands-on work experiences as well as providing supervision and coaching, students gain the necessary tools to grow and contribute as professionals. This engagement leads to increased rates of retention, graduation, and job placement.

## Position Summary

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In the absence of the Facilities Coordinator, Building Managers monitor and enforce University Center policies, coordinate emergency communications in the University Center. Building Managers are responsible for the physical set-up of rooms and assisting customers with meetings, special events, conferences, and other activities that take place within the University Center, specifically for events that take place weekdays between 4:30PM – building close and all University Center weekend hours of operation. A Building Manager has limited supervision of other UC student employees, keeps the building in an orderly fashion, monitors activities, and maintains general building decorum. Building Managers report all problems to the proper office or parties, and at the end of the evening complete a night report, secure, and lock the University Center. Successful Building Managers will demonstrate the ability to work with others as a team and have good verbal communication and problem-solving skills. The Building Managers works closely with Set Up Crew, Tech Crew, UC Reservations, UC Entertainment, and various UC clients.

## Tasks (and Corresponding LEAP Essential Learning Outcomes)

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### ***Intellectual and Practical Skills***

- Performs tasks in a timely and positive manner.
- Works effectively in a team customer service environment.
- Communicates effectively with diverse clientele.
- Demonstrates good time management by arriving to work, programs, and meetings on time

### ***Personal and Social Responsibility***

- Lives the UC brand image through the 6 Keys of Exceptional Customer Service
  - *Smile and Greet, Appearance, Competence/Knowledge, Communication, Go the Extra Mile, Say “Thank You” and “You’re Welcome”*
- Actively supports a welcoming, safe, and inclusive environment.
- Reports all problems or issues promptly to Supervisor.
- Is truthful and ethically correct in performance of all duties.

### ***Integrative & Applied Learning***

- Demonstrates attention to detail and deadlines.
- Maintains knowledge of and observes all office policies and procedures.
- Evaluates, updates, and implements current office procedures

### ***Knowledge of Human Cultures and the Physical and Natural World***

- Demonstrates appropriate practical approaches to problem solving.
- Demonstrates open and receptive interaction with diverse clientele.
- Work collaboratively with UC departments

### **Minimum Qualifications**

- Must be a registered UW-Whitewater student and enrolled at least half time.
- Must maintain an overall GPA of 2.0 or higher.

### **Job Specific Knowledge, Skills, and Abilities**

- Demonstrates high level of personal responsibility and ability to work independently.
- Demonstrates good judgement decision making skills
- Demonstrates good verbal & written communication skills in official nightly reports.
- Interacts professionally with police, fire and other local authorities.
- Maintains positive professional demeanor in stressful situations.
- Works well in a team environment.
- Shows good organizational, problem-solving, and time management skills.
- Lifts equipment, chairs, and tables up to 40 pounds.
- After training will demonstrate ability to operate basic computer and A/V systems.
- Cares for and handles equipment properly.
- Assists the Reservation Office Staff with all University Center event issues as needed.
- Assists with other similar duties as assigned.

*Both Work Study and Regular Pay candidates will be considered.*

*UW-Whitewater is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified UW-Whitewater students to apply.*

### **Contact Information**

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