5710 Building Manager

Department Description:

5710 S. Woodlawn, home of the Office of Multicultural Student Affairs and LGBTQ Student Life, employs student interns and building managers to assist with the overall management of the space and to support LGBTQ Student Life and OMSA staff with various projects.

Position Description:

Under the general supervision of a professional staff member, the Building Manager is responsible for assisting with all aspects of building operations during 5710’s operating hours. This includes: implementing proper procedures for opening and closing the building, facilitation and management of events in the building’s programmable spaces, assisting with audio-visual equipment check-out and set-up, providing reception and monitoring patron usage of the building, and enforcement of building protocol and policies, which ensure safe and appropriate use of the building as a whole. Sample responsibilities include:

- Welcome and direct patrons, and provide support as needed.
- Monitor general cleanliness and maintenance of building. Track supplies.
- Make periodic rounds of the facility, ensuring rooms are secured and in good condition when activities are completed.
- Checking in with OMSA Programming Interns/Graduate Assistants and other event contacts to ensure appropriate services and support are provided.
- Communicate regularly with full time staff regarding all building matters to ensure appropriate follow-up.
- Serve as a point of contact in the event of an emergency.
- Student staff members will be required to complete Safe Space and Cultural Competency trainings within the first few months of employment.

Qualifications:

- Applicants must be current graduate or professional students at the University of Chicago in good academic standing at the time of application
- High level of cultural competency and experience working with underrepresented/underserved populations required
- Excellent communication and customer service skills required
- Exceptional decision-making skills, and high levels of initiative and motivation
- Ability to perform light lifting as needed and work independently
- Experience working with undergraduate students, graduate and professional students, staff, faculty, and community members preferred
• Knowledge of and experience with audio-visual equipment preferred
• Students eligible for work-study preferred, but not required.

Position Requirements

Building Managers will begin in mid-September 2015 and work approximately 10 hours per week during the 2015-2016 academic year. Each Building Manager must be available to work two nights a week (Sunday through Friday) from 5:00-10:00pm.

Compensation: $12.00 per hour

Application Instructions:
Please visit https://omsa.uchicago.edu/operations-team-application to submit a cover letter and resume/CV. Questions? Contact Ronnie Rios at rrios@uchicago.edu. Applications are due by Friday, May 29, 2015 at 5:00pm.