



## CI+I Student Building Manager

The Center for Identity + Inclusion, home to the Office of Multicultural Student Affairs (OMSA), LGBTQ Student Life, and Student Support Services, employs student Building Managers to assist with the overall management of the space and to support all three offices with various projects.

Under the general supervision of the Administrative and Facilities Manager, the Building Manager is responsible for assisting with all aspects of building operations during the center's operating hours. This includes: implementing proper procedures for opening and closing the building, assisting professional staff with managing reservations made via the building's space request process, facilitation and management of events held in the building's programmable spaces, 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. **Additional responsibilities include (but are not limited to):**

- Monitoring general cleanliness and maintenance of building
- Perform inventory and monitoring building supplies as needed
- Making regular, full rounds of the facility, ensuring all rooms are secured and in good condition at all times, and patrons are adhering to established policies and procedures
- Check in with CI+I professional staff, Programming Interns/Graduate Assistants and other event contacts to ensure appropriate services and support are provided
- Process space reservations under the guidance of the Administrative and Facilities Manager
- Serve as a point of contact in the event of emergencies
- Communicate frequently and regularly with full time staff, regarding all building matters to ensure that appropriate measures are taken in all instances (via email, in person or written notes)
- Complete/participate in all required training (i.e. Safe Space, Cultural Competency Training, etc.) within the first two months of employment
- Attend all mandatory meetings (i.e. staff meetings)
- Data entry of event and program evaluations and assessments
- Other projects as requested and assigned by center staff

**Qualifications:** Applicants for the Student Building Manager position must be currently enrolled/registered graduate or professional school students at the University of Chicago in good standing at the time of application and throughout employment. Additional requirements include:

- High level of cultural competency and experience working with underrepresented/underserved populations required
- Experience working with undergraduate, graduate, and professional school students, faculty, staff, and administrators preferred
- Excellent written and oral communication skills and customer service skills required
- High level of initiative and motivation
- Ability to perform light lifting as needed
- Ability to work independently
- Excellent decision-making skills.
- Proven knowledge 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 2017 and work approximately 8-10 hours per week while classes are in session during the 2017-2018 academic year. This position requires regular evening hours on Monday-Thursday from 5:00-10:00pm, Fridays from 9:00-5:00pm, possibly Sundays, and on rare occasions, Friday evening or weekend shifts for special events. Hours are subject to change. Work schedules are created based solely on class schedules and other academic obligations.

**Compensation:** \$12.00 per hour

**Application Instructions:**

- Please visit <https://inclusion.uchicago.edu/student-employment> to submit a cover letter and resume.
- Questions? Contact Kimberly Balkcom at [kimberly1@uchicago.edu](mailto:kimberly1@uchicago.edu).

**NOTE:** The above statements are intended to describe the general nature and level of the work being performed. This is not an exhaustive list of all duties and responsibilities associated with the position. Center for Identity + Inclusion staff reserve the right to amend and change responsibilities to meet business and organizational needs.