Student Activities Facilities

LaFortune Senior Building Manager
U99585 Pay Rate: $8.25

Job Description

Student Activities hires responsible and highly-motivated students to work in the various areas of its department. Because students act as representatives of the office and the University to other members of the Notre Dame family and campus visitors, it is required that all staff members be customer-service oriented and team players. In particular, we seek students who best exemplify our core values of service, relationships, and continual improvement.

Senior Building Manager Responsibilities:

- Assist in the coordination of Building Managers, including scheduling and training.
- Help in planning Fall Training for the Building Manager Staff and help coordinate additional training opportunities throughout the academic year.
- Be a resource for Building Managers to help trouble shoot with any issues that may occur.
- Take part in the Building Manager recruiting and hiring process for the upcoming year.
- Chair a committee of Student Employees representing all of Student Activities Facilities areas whom will meet at least once a month with additional meetings as needed.
- Meet with the LaFortune Program Services Manager on a regular basis.
- Work closely with the LaFortune Program Services Manager on special projects and assignments.
- Senior Building Managers should be innovative and always seeking to improve their role, as well as the role of the entire SAO.
- Senior Building Manager should expect to be ready and willing to accept unexpected tasks and projects, and should be able to complete those tasks and project within a reasonable time frame.

Regular Building Manager Duties:

- Responsible for evening and weekend management of LaFortune Student Center.
- Assists with use of meeting rooms by students, faculty and staff which may include unlocking meeting spaces, AV Technology set-up, and other assistance as needed.
- Ensures the safety and security of the student center for students and guests.
- Enforces compliance with all University and LaFortune Student Center policies by students and visitors.
- Includes work at Information Desk and Box Office with cash management – reconciling and handling cash drawers.
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- Conduct rounds and keep record of all meeting spaces and building usage.
- Entrusted with keys to the LaFortune Student Center while on duty.
- Oversee the work of student staff.
- Complete Building Manager Reports at the end of each shift to be sent to supervisors.
- Print out End of Day Reports at the Information Desk.
- Review Operations Reports to verify reservation space use.
- Resolve and report any issues that may occur within the LaFortune Student Center
- Other tasks as assigned.

Expectations & Skills:

- Must have previously held a role as a Building Manager or Night Manager in the past year.
- Possibility of moving back to campus a few days prior to the start of the semester to prepare for Fall Training.
- Must be people-oriented, have good cash handling skills, be able to solve problems with little direction and be knowledgeable of campus life and activities.
- As a representative of the Student Activities Office, must be able to effectively and courteously interact with students, staff, faculty and visitors to LaFortune.
- Must be self-motivated and able to work independently in difficult situations with little supervision.
- Ability to manage and supervise peer staff.
- Have the ability to prioritize and handle events and tasks as they occur.
- Have basic understanding of how to use an Apple iPad.
- Be familiar with University of Notre Dame resources and campus.

Hours:

Regular weekly shifts (4PM-9PM, 9PM-1AM on weekdays; 8AM-2PM, 2PM-8PM, 8PM-1AM on weekends) and rotational Friday and Saturday night shifts ending at 1:00 AM. Additional Hours as requested or needed to fulfill job responsibilities. Will be required to participate in rotational shifts on Football Saturdays, including one during game shift. Average 10 hours per week. 1 Position available.