

Upchurch University Center Building Supervisor

Employment time frame: Fall 2018- Spring 2019, 10-20 hours per week

Supervisor: TBD

Job Description:

Anticipated Student Learning Outcomes:

1. He/she will learn how to assist with management of an 82,000 sq. ft. University Center
2. He/she will develop critical thinking skills
3. He/she will provide quality customer service to all those who utilize the Upchurch University Center

Areas of responsibilities:

- Be available to work flexible hours, primarily weekday evenings and weekends
- Ability to interact with a wide variety of people
- Ability to communicate clearly with customers (faculty, staff, students and guests)
- Conduct rounds of the Upchurch University Center and the Lankford Student Union on a regular basis during your shift
- While conducting rounds reset the meeting rooms as needed
- Provide a positive client experience to all patrons of the facility.
- Insure that all meeting and event rooms are set in accordance with the guests' requests, as noted on Trello
- Communicate with and assist the Set Up Crew as needed with room set ups
- Assist the Information Desk staff member as needed
- Lock and unlock rooms in the building as scheduled.
- Respond appropriately to all emergencies in the Upchurch University Center according to standard protocol.
- Complete all necessary reports.
- Report maintenance and repair needs on the daily shift report
- Clear and secure the building at closing time.
- Open the building on weekends and holidays as needed.
- Post all daily schedule sheets in the appropriate locations.
- Enforce Longwood University and University Center and Student Activities policies.
- Attend required staff meetings, staff development, and training
- Arrive on time in the appropriate uniform
- Be responsible for one assigned specialized area within the University Center and Student Activities.

- Other duties as assigned by your supervisor and/or the Director of the University Center and Student Activities.

Qualifications:

- Maintain a 2.5 GPA
- Ability to work independently
- Experience/knowledge working with AV equipment and technology
- Ability to do physical/manual labor and lift up to 40 lbs
- Strong communication skills
- Good customer service skills
- Integrity and the ability to take personal accountability

How to apply:

1. Submit application by going to www.longwood.edu/studentunion
2. Complete a group interview and an individual interview

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