



## 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 supervision of the Assistant Director for Operations, the Building Managers are responsible for all aspects of building operations during evening/weekend hours. This includes:

- implementing proper procedures for opening and closing the building,
- staffing the front desk and welcoming students and visitors,
- supporting meetings/events held in the building's reservable spaces,
- checking out and setting up audio-visual equipment,
- managing reservations made via the space request system,
- making regular rounds and tracking patron usage,
- enforcing policies to ensure safe and appropriate use of the building.

Additional responsibilities include:

- check-in with full-time staff and event contacts prior to meetings/events to assist with set-up and clean-up as needed
- maintain regular communication with full-time staff (i.e. via shift reports) to ensure that questions/concerns/issues are addressed
- serve as a point of contact in case of emergencies
- perform inventory and request additional supplies as needed
- enter data for program evaluations/assessments
- attend all staff meetings and participate in required trainings

**Qualifications:** Applicants must be currently enrolled graduate/professional students at the University of Chicago in good standing at the time of application and throughout employment. Additional requirements include:

- Experience working with a variety of constituents, including undergraduate students, graduate/professional students, faculty, staff, and community members
- Excellent written and verbal communication skills
- High level of initiative and motivation
- Ability to work independently
- Excellent decision-making skills
- Familiarity with audiovisual equipment
- Ability to perform light lifting as needed
- Work-study preferred, but not required

**Position Requirements:** Building Managers work 10 hours/week while classes are in session. This position requires regular evening/weekend hours (i.e. Monday-Thursday 4:00pm-9:00pm and Sunday 12:00pm-5:00pm), and there are occasionally additional opportunities related to special events. Hours are subject to change. Work schedules are created based solely on class schedules and other academic obligations.

**Compensation:** \$16.60 per hour

**Application Instructions:**

- Please visit [inclusion.uchicago.edu/about/student-employment](http://inclusion.uchicago.edu/about/student-employment) to submit a cover letter and resume.
- Questions? Contact [inclusion@uchicago.edu](mailto:inclusion@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.