

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, managing reservations made via the space request system, supporting meetings/events held in the building's reservable spaces, checking out and setting up audio-visual equipment, making regular rounds and tracking patron usage, and enforcing policies to ensure safe and appropriate use of the building. Additional responsibilities include:

- Monitor general cleanliness of the building, in accordance with COVID-19 protocols
- Perform inventory and request additional supplies as needed
- Check in with full-time staff, student staff, and event contacts to prior to the start of meetings/events; 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
- Attend all staff meetings and participate in required trainings
- Enter data for program evaluations/assessments

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:

- High level of cultural competency and experience working with communities of color, LGBTQ communities, and/or FLI communities
- 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 A/V 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 5:00-10:00pm, Saturday-Sunday TBD), 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: \$16.00 per hour

Application Instructions:

- Please visit inclusion.uchicago.edu/student-employment to submit a cover letter and resume.
- Questions? Contact inclusion@uchicago.edu.