



CALIFORNIA STATE UNIVERSITY, LOS ANGELES
**UNIVERSITY
STUDENT UNION**

5154 State University Dr.
Los Angeles, CA 90032

Phone:
323.343.2450

Fax:
323.343.5101

Website:
www.calstatela.edu/usu

Office Hours:
Monday-Friday
8:00a.m.-5:00p.m.

The University-Student Union is an Affirmative Action/Equal Opportunity Employer. Applicants will be considered without regard to their race, color, religion, marital status, national origin, sex, age, pregnancy, sexual orientation, disability, military and veteran status, or other status protected by state or federal regulation within the limits imposed by law.

In order to be eligible for employment with the University-Student Union, a student assistant must be officially admitted to the University and must have at least a 2.0 G.P.A.

The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

STUDENT ASSISTANT JOB OPPORTUNITY **Building Manager**

Hourly Rate: \$12.00 per hour; non-exempt classification
Work Schedule: As developed with the Director of Operations. Up to 20 hours per week; early mornings, evenings and/or weekend hours contingent upon operational needs, academic scheduling, etc.

Training Period: Two months, with possibility of extension

General Statement:

Under the supervision of the Director of Operations, the Building Manager is responsible for coordinating all aspects of morning, evening and weekend building operations and is responsible for insuring the safety and security of the facility, its contents, as well as building users. Assists in various para-professional and technical duties as assigned.

Specific Duties and Responsibilities:

- Responsible for opening, closing and evening hours of operations of the Union;
- Responsible for the safety and security of the Union facility, its contents as well as building users;
- Responsible for knowing and enforcing policies and operating procedures for the U-SU;
- Provides assistance to user groups and visitors of the U-SU;
- Assists with event management and daily building operations;
- Offers information about the Union and the campus to visitors;
- Meets regularly with the Director of Operations and/or the Information and Event Services Coordinator to discuss the daily operations, changes, etc;
- Enforces Union policy and operating procedures;
- Handles student and patron complaints;
- Completes incident reports for accidents, injuries, etc. as required;
- Operates audio, visual and lighting equipment for Unit functions;
- Makes frequent tours of all public areas taking census counts as directed;
- Handles problems that arise in operating units;
- Performs other related duties as assigned.

Required Qualifications:

- Willingness to work with an ethnically diverse and culturally pluralistic student body and staff;
- Proven interpersonal and assertive communication abilities;
- Proven organizational skills;
- Ability to manually lift a minimum of 70 pounds;
- Two years customer service, hotel setup and/or crew supervision experience preferred;
- Proficient with Microsoft Office (Word, Excel and Outlook);
- Graduate student preferred.

Closing Date: Review of applications will begin on Thursday, October 18, 2018 and continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. You may print an application from our website: www.calstatela.org/usu/employment or visit our office in the University-Student Union room 306. A completed application is required.