



St. Lawrence University
Division for Student Life
Office of Student Activities and Leadership
Student Center Building Manager / Event Manager

Reports To: Associate Director of Student Activities and Leadership

Function and Scope: The Student Center Building Manager acts as the representative for the Office of Student Activities and Leadership during the evening and weekend hours. In this capacity, the Building Manager coordinates facility operations in order to assure successful events in the Student Center. Students will also serve as Event Managers for the Winston Room, which will include some sound and lighting tasks. Additionally, the Building Manager oversees Student Center safety and security by addressing policy infractions and serving as first response to emergency situations.

Skills: Building Managers must be highly motivated with the ability to work both independently and with groups. Additionally, dependability and a significant sense of personal responsibility are a required. Due to the customer service Building Managers provide to students, the campus community, entertainers, and the general public, they must also have strong interpersonal and communication skills. Although not required, experience with A/V equipment including sound, video, and lighting is desired.

Job Responsibilities:

- Perform rounds of the facility to record usage and event attendance.
- Record any maintenance issues reported by patrons or seen during rounds.
- Address and report any policy violations within the facility.
- Assist with equipment setup (including audio, visual, and lighting) for events in the facility.
- Review entertainment contracts to assure that all needs are met.
- Set up and operate movies for the ACE Film Series.
- Communicate with Campus Security via radio about safety issues in the facility.
- Secure the facility at the end of each evening.
- Fulfill any other duties as assigned.
- Set up events in Winston Room (if extra shifts are desired)

Job Expectations:

- **Dress:** Because Building Managers serve a variety of patrons from the St. Lawrence Community, clothing should look crisp and clean, fit appropriately, and absent of tears or holes. T-shirts with inappropriate messages, pajama bottoms, and sweatpants are not permitted.
- **Attendance:** Building Managers are required to be on time to shifts. There is a five minute grace period, but if a Building Manager is going to be later than five minutes, he/she must notify the Associate Director of tardiness so that alternate arrangements can be made. If a Building Manager is unable to report for his/her scheduled shift, he/she must make arrangements for a substitute.
- **Time Records:** Building Managers are responsible for recording their own hours on time sheets. Hours may not be recorded in advance, and unrecorded hours will not be paid. Building Managers must also be upfront and honest about hours worked in other university departments so the Associate Director of Student Activities and Leadership can assure that the 20 hour student work limit is not violated.