California State University Channel Islands
Student Employment

Division: Associated Students Incorporated/ Student Life
Area: Student Union
Office: Associated Students Incorporated
Position Title: Building Manager Assistant
Hours: 10-20 hrs. /wk.
Classification: Level II
Rate: $13.50
Contact: Bethany Banuelos  Tel. (805) 437-8932/ Email: bethany.banuelos@csuci.edu
Supervisor: Bethany Banuelos

Office Description

Student Union Statement of Purpose
The Student Union serves to foster community and enhance student learning and development on the CI campus by providing exceptional services, supporting holistic programming, creating regular opportunities for staff development, and maintaining an environmentally responsible facility.

Student Leadership Definition
With excellence and integrity, CI leaders serve others, build community, personally flourish and act in a positive and socially responsible manner.

Job Qualifications and Requirements:
- Must be enrolled as a student at CSU Channel Islands.
- Must maintain a cumulative and semester GPA of 2.5 or higher and be in judicial good standing.

Skills
- Must process strong verbal and written communication skills.
- Must be able to work effectively with a diverse campus population.
- Must be well organized and able to manage a multitude of tasks simultaneously under pressure and with accuracy.
- Must be responsible, friendly and courteous.
- Ability to work independently with minimal supervision.
- Ability to take direction with attention to detail.
- Must have the ability to enforce all safety, facility, Student Union, ASI, and University procedures and policies.
- Must be able to work flexible shifts (as applicable) and a willingness to switch shifts to meet operational needs.
- May be called back periodically to perform work as needed on an emergency basis.
- A basic knowledge of the methods, materials, and equipment used in custodial work.
- Must possess the physical strength and stamina to perform required work including being able to bend, stoop, kneel, move furniture, and work on one’s feet for long periods of time
- Ability to lift 50lbs or more.
- Must wear protective equipment, including (at a minimum) closed-toed shoes and gloves when necessary.

Job Description

Custodial Responsibilities
- Maintain neat and clean appearance of information desk, lounges, meeting rooms and hallways.
- Responsible for cleanliness of facility and furnishings under the supervision of Building Managers.
- Relays all pertinent information/issues/needs/ideas about cleaning to staff members as appropriate.
- Regularly empties trash and vacuums, sweeps, and dusts as needed.
- Assists in other duties assigned by Building Managers and the SU Facility Specialist.
- Maintain strict adherence to safety procedures.

Customer Service
• Know all Associated Students Incorporated and Student Union policies and procedures.
• Promote a safe environment where patrons can congregate.
• Interact with various campus constituencies, attend programs, and obtain information regarding campus activities.

**Professional Expectations:**
• Be on time, prepared for work, in attendance at all scheduled trainings and staff meetings, and adhere to specified dress code.
• Seek creative solutions to problems and recommend improvements to programs, processes, systems and services.
• Report all activities which are harmful, unethical, and against SUB, ASI, and/or University policies and procedures of student workers and patrons of the building.
• Performs other duties as assigned.

**Conditions of Employment**
*As conditions of employment, student employees:*
• Must meet established driving standards
• Must pass a background check.
• May be subject to drug tests.
• 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.

Student Union Student Assistants are required to participate in semester evaluations, which observe and evaluate the capacity of the employee, including the employee’s ability to satisfactorily perform the essential functions of his or her job; and to observe and evaluate the employee’s work habits and conduct, including attendance and the employee’s relationship with coworkers and superiors.

Student’s Name: ___________________________ Signature: ___________________________ Date: _______

Supervisor’s Name: ___________________________ Signature: ___________________________ Date: _______