

**California State University Channel Islands  
Student Employment**

**Division:** Associated Students Incorporated  
**Area:** Student Union  
**Office:** **Associated Students Incorporated**  
**Position Title:** **Student Union Building Manager**  
**Hours:** 10-20 hrs. /wk.  
**Classification:** Level III  
**Rate:** \$13.25  
**Contact:** Tonee Sherrill **Tel.** (805) 437-3273/ **Email:** [tonee.sherrill@csuci.edu](mailto:tonee.sherrill@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 CSU Channel Islands 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 possess 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.
- General office experience is recommended which includes but is not limited to: knowledge of PC computers, Microsoft Office Systems (Word, Excel, Publisher, and PowerPoint), and phone etiquette.
- Must have a minimum of one year of leadership or supervisor experience.

**Job Description:**

- Under the supervision of the ASI Facility Specialist, the primary responsibilities of the Student Union Building Manager is to regulate and monitor service, safety, and security of the student union by walking rounds, responding to issues, and completing reports.
- Facilitate the co-curricular and administrative programs of the student union and to assist the programs of non-university organizations that have contracted use of the student union.
- Monitor events, including event set-ups.
- Update meeting room schedules.
- Identify and resolve immediate operations issues in the building.
- Handle deposits and general cash management.
- Execute emergency procedures (such as building evacuations or medical emergencies).
- Follow opening and closing procedures of the student union.
- Ensure an inclusive space for patrons by providing excellent customer service.
- Communicate and report all situations, building repairs and maintenance needed, building policies, complaints from patrons, and general comments related to the activities, of that shift.
- Observe individual and group use of the student union facility and services to ensure proper practice of the building policies and procedures.
- Oversee general building comfort and cleanliness by responding to building systems, and conduct emergency maintenance and cleanings.
- Conduct regular safety and security checks of all interior and exterior areas of the student union.
- Serve as operations liaison and event supervisor for events scheduled outside normal operating hours.
- Assist with daily event management to include unlocking meeting rooms, checking out equipment, room setup and takedown, and maintaining awareness of daily event schedules.
- Set up and operate AV equipment, data projectors, etc.
- Ensure the safety and security of AV equipment, make sure all items are properly stored and accounted for in the AV storage closets upon completion of events.
- Ensure organization and cleanliness of the AV/ storage closets (i.e. wires are neatly coiled; equipment is readily accessible upon walking into the closet, etc.)

**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.
- Maintaining Student Union information about employees and procedures confidential.
- 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 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: \_\_\_\_\_