The Wyoming Union is looking to fill summer positions for Building Managers. Ideally, candidates would have interest in continuing with the position into the next school year.

**Job Title:** Wyoming Union Building Manager

**Job Description:** Building managers in the Wyoming Union have various responsibilities. Specific tasks include:

- Serve in a customer service role at the information desk for the Wyoming Union and the University of Wyoming campus. Answer phones and field inquiries from building visitors about the Union and campus.
- Make sure building is secure when full-time staff are not present. Perform regular rounds throughout the building over the course of each shift.
- Enforce building policies as necessary.
- Support student groups as they host meetings and events in the building and as they navigate union policies.
- Communicate with campus security, UWPD, Physical Plant and Union Administration as needed.
- Interact with fulltime and student staff from Campus Activity Center, SLCE, ASUW, ASTEC, Student Media, Events Office Staff and Custodial.
- Provide event support as needed. Assist Event Support Staff with setups as assigned, including the set up and precise arrangement of furniture (tables, chairs) and the configuration of audio/visual equipment. Training provided on all these points.
- Perform light cleaning duties between events and to assist custodial in maintaining the public spaces.
- Communicate with building staff via nightly reports and emails with supervisors.

**IMPORTANT NOTES:**

- This is an evening and weekends position and will regularly require work past midnight.
- All students in these positions will be trained in events room set up and audio-visual equipment troubleshooting. Building managers will be scheduled to work 1 – 2 shifts per month with the Events Support staff to maintain their knowledge of these processes.
- We are keenly interested in candidates who have experience working in the Wyoming Union or, at a minimum, a strong knowledge of Union services and programs.

**Job Requirements:** Strong customer service skills, including phone etiquette, problem-solving skills, etc. Must possess good written and oral communication skills. Good organizational skills are a must. Strong attention to detail. You must be able to work with limited supervision. Must work well as a member of a team. Capability to lift and move objects up to 50 pounds.

**Hours per week:** 10 – 20 hours

**Pay Rate:** $8.50 hour

**Deadline to apply:** Friday, April 22