

Building Assistant Job Description

Job Summary: The Building Assistant is employed to assist in the operation of the Brower Student Center under the direct supervision of the Student Manager(s) and Brower Student Center professional staff. Building Assistants must be apt in customer service, bring a positive and upbeat attitude to work, and take direction well. This position comes with various duties and responsibilities in order to operate a student-oriented facility. Building Assistants also assist in the operation and care of Decker Social Space.

Time Requirement: This position requires flexible availability including early mornings, late nights, weekends and some breaks. Hours range between Monday-Sunday 7:00am-12:00am. Building Assistants work approximately 12-15 hours per week, no more than 30 hours per pay period. Some availability to work academic break periods including Fall, Winter, and Spring.

Job Responsibilities:

- Create a welcoming and inclusive environment to all students, faculty, staff, and guests by proactively offering assistance while on shift.
- Manage the Information Desk, including loaning out game room equipment, answering the phone, checking out student organization office keys, and maintaining the lost and found.
- Maintain a working knowledge about what is happening at the Brower Student Center and The College of New Jersey. Research unfamiliar information when necessary.
- Responsible for the set up and breakdown of furniture, staging, and equipment for meetings and events occurring in the Brower Student Center and Decker Social Space.
- Assists in maintaining the general appearance of Brower Student Center managed spaces by performing light cleaning and reporting cleanliness and maintenance concerns.
- Assist in enforcing building policies.
- Other duties as assigned.

Requirements

- Full time student at The College of New Jersey.
- Attend mandatory trainings and meetings.
- Must be capable of lifting at least 50 lbs.
- Previous customer service experience.
- Ability to multi-task and work in a fast-paced environment.
- Must be able to work independently and as part of a team.