

Student Manager Job Description

Job Summary: The Student Manager is employed to ensure the safe and efficient operation of the Brover Student Center. They also provide event support for Decker Social Space. The Student Manager acts as an extension of the professional staff and is charged and authorized to manage the building. The Student Manager possesses a position with various duties and responsibilities. It is a managerial position and should be recognized as such in order to fulfill the leadership roles required to operate a student-oriented facility. The Student Manager must take the initiative to provide both internal and external customers with the highest levels of customer service and strive to maintain the building appearance and environment at all times. The Student Manager role is crucial to the vitality and success of the Brover Student Center. This position requires ownership and accountability.

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. Student Managers work approximately 12-15 hours per week, no more than 30 hours per pay period.

Job Responsibilities:

- Create a welcoming and inclusive environment to all students, faculty, staff, and guests by proactively offering assistance while on shift.
- Supervise Building Assistants while on shift, ensure that student staff is abiding by all policies and procedures.
- Assist in establishing and enforcing building policies.
- Supervise and/or complete set-ups for events, which includes furniture, audio-visual equipment and general appearance of Brover Student Center.
- Greet clients at the beginning of an event and continuing with follow-ups throughout.
- Open and close the Brover Student Center.
- Conduct periodic inspection of the equipment and services (Information Desk, Game Room).
- Respond to, and properly log, maintenance concerns.
- Ensure proper security of building and execute emergency action plan.
- 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.
- Prior significant leadership/management experience.
- Must be able to work independently and as part of a team.
- Ability to multi-task and work in a fast-paced environment.
- Demonstrated decision making and customer service skills.
- Must have the ability to troubleshoot while working under pressure.



Preferred Requirements

- Prior experience working in the Brower Student Center Operations Office.
- Working knowledge of audio visual equipment.