Learning Outcomes
In addition to the student learning outcomes for all Stern Center Student Staff, Building Managers will:

- Learn and understand the basics of operational management, as it pertains to higher education and student affairs/life facilities.
- Develop and practice learned leadership skills through everyday experiences whilst managing the facility, as well as staff.

Position Description
General Purpose:
The Stern Student Center Building Manager program provides operational support for the Stern Student Center (SSC) as the team leadership for the Stern Center Staff. These positions support for the Assistant Director for Facilities and Operations during normal operating hours with room set-ups, event coordination, general maintenance and housekeeping within the facility and provides support for audio-visual services available in meeting and conference rooms within in the SSC. Building Managers represent full-time staff during evening and weekend hours.

Job Functions:
- Team leadership for the Stern Center Student staff.
- Responsible for opening, closing and operation of the Stern Student Center
- Assists with set-up of furniture and equipment for events, programs and meetings within the SSC.
- Serve as a resource for Staff Assistants during all shifts.
- Able to trouble-shoot audio-visual problems, reservation issues in meeting/conference rooms in the SSC, and minor personnel issues.
- Supports the professional staff for the SSC as needed
- Assists the SSC housekeeping staff, as needed.
- Provides the professional staff with a regular status report on the condition of facilities and equipment within the SSC and assists with the maintenance and/or repair of equipment, as needed.
- Provides high levels of customer service.
- Ability to create a welcoming and inclusive environment.
- Ability to work 15-20 hours per week (nights and weekends required).
Qualifications:
- Excellent communication skills – both written and verbal.
- General knowledge of facilities management/operations and audio-visual equipment preferred but not required.
- Ability to lift up to 50 lbs, with assistance. Up to 25 lbs unassisted.
- Ability to work autonomously with limited supervision.
- Ability to use human relations skills to interact with individuals from a variety of backgrounds and to exhibit a positive, helpful attitude.
- Ability to work and maintain focus in a chaotic, high-energy environment.
- Prior experience on Stern Center staff is preferred, but not required for a manager position.

General Expectations:
- Must maintain a 2.0 cumulative GPA and be enrolled in 12 credit hours (full-time student). The only credit-hour exception will be for final-semester seniors.
- Maintain satisfactory work performance; staff receiving warnings will be eligible to return pending satisfactory performance evaluations.
- Adhere to all Stern Center Staff guidelines and protocols outlined in the Staff handbook.
- Not be found in significant or repeated violations of the College of Charleston Student Code of Conduct.
- Attends student staff training, regularly scheduled staff meetings, and special Assistant Manager training sessions (Leadership Activities and CPR, First Aid/AED Training, etc).
- Demonstrates sense of dependability regarding work hours and completion of assignments/tasks.
- Appropriate dress and behavior within the Stern Student Center in accordance with staff guidelines.