



STUDENT BUILDING MANAGER
(Reports to the Facility Assistant of Minority Student Affairs)
Minority Student Affairs
The University of Tennessee, Knoxville
2009

Job Summary

The Student Building Manager position is open to any graduate student currently enrolled in the University of Tennessee. The Student Building Manager will work with professional staff and student employees, and will be responsible for supervising student assistants, opening and closing the Black Cultural Center, and coordinating events in the building. Computer skills and knowledge of Microsoft Office are required for employment in this position. **All candidates must be in good academic standing and willing to work 15-20 hours each week.**

Requirements:

All candidates for the Student Building Manager position must possess:

- Excellent oral, interpersonal, group, and written communication skills
- Experience working with diverse student organizations in a leadership or advisory role
- Organizational skills that would allow for performance of several tasks and initiatives
- Delegation and coordination skills
- Knowledge of computers and various software programs
- Commitment to the educational and personal development of students

Desired Qualifications:

- Prior supervision experience
- Familiarity with various aspects of programming and service delivery including marketing and publicity strategies
- Facility and building management experience
- Event planning experience
- Knowledge of assessment strategies

Duties and Responsibilities:

- Supervise student assistants and coordinate/delegate their tasks and assignments related to building maintenance, special event planning, and other areas related to the Office of Minority Student Affairs.
- Work schedule may include: approximately 7:30am-9:30am Monday-Friday mornings (to include opening the Office of Minority Student Affairs), and 1:30pm-10:00pm Sundays, and other hours as needed.
- Create and update forms.
- Answer and direct incoming phone calls.
- Perform general maintenance and event preparation as requested.
- Other duties as assigned.

Position Details:

This position is part-time, 15-20 hours per week and the pay is \$9.00 per hour.

Selection Process: Open Until Filled

All applicants who meet the aforementioned qualifications will be required to: Submit a cover letter, resume and the names and contact information for three references. Following the initial screening process, applicants will be contacted for an interview. Please send all information to:

Minority Student Affairs
1800 Melrose Ave
Black Cultural Center
Knoxville, TN 37996