

Position Title: **Building Manager (BM)**
Reports To: Coordinator of Residence Life
Supervises: N/A

Position Overview:

The Building Manager serves the Offices of Campus Involvement and Residence Life by performing assigned duties of a manual nature that allow the overall mission of the department and the University to continue without interruption to student service and development. The nature of this position requires that the employee be able to work independently to accomplish duties and to maintain standards for safety for the immediate work area and for the entire on-campus community.

Qualifications:

- Registered Rutgers-Camden student
- Must maintain a minimum of 2.5 GPA
- Understanding of community living and willingness to be a role model
- Maturity level necessary to represent the department and University as a front line staff member
- Valid NJ Driver's License in good standing preferred
- Ability to lift and carry materials that can be heavy at times

BM Responsibilities:

- Maintain and uphold the stipulations of the Residence Life Staff Agreement
- Attend all meetings and training as scheduled
- Adhere to an established schedule for all working hours
- Regular maintenance of the following areas (cleaning and inspection):
 - Towers and Apartments fitness rooms
 - Towers and Apartments computer labs
 - Residence Life Office
 - Residence Life Conference Room
 - Towers Lounge
 - Towers Kitchen
- Refill supplies daily in the following areas:
 - Residence Life Office

- Towers and Apartments fitness rooms
- Assist Housing FMS in their duties as requested and be a liaison between Housing FMS and Residence Life
- Complete errands as requested between offices on campus and between the main office and residence hall
- Perform lock out service for residents and complete appropriate tracking reports
- Assemble and reposition furniture as requested
- Maintain the fleet of Residence Life vacuums, which should be emptied daily
- Assist other Residence Life staff in the set-up and break-down of furniture and equipment used for Residence Life programs
- Assist the Campus Center staff as requested in their duties
- Be available to assist with all building move-ins, move-outs, special events, and conferences
- Perform building inspections at the beginning or end of each shift and report abnormalities to the Coordinator of Residence Life via designated electronic report system
- Perform room inventory inspections at move-out and prior to move-in
- Assist with summer conference check-in and check-out
- Be responsible for the use and maintenance of all keys (including master, sub master, and room keys).
- Maintain accurate inventories of all storage areas within the building
- Maintain proper radio etiquette during shifts
- Be aware of all University and Residence Life policies and represent the Residence Life Office by upholding these policies as set forth in the University Code of Conduct, the Residence Life Living Guide, and the BM contract. The BM is required to report policy violations as instructed by supervisors.
- Fully complete any and all required forms and submit them by established deadlines
- Maintain confidentiality at all times.
- Be on time for all shifts.
- Work all scheduled hours.
- Be aware of who is on duty (both the Resident Assistant and Area Coordinator) and know how to contact them.
- Be aware of emergency telephone numbers and procedures.
- Report problems and make suggestions to the Coordinator of Residence Life and Assistant Dean of Students
- Other duties as assigned