



University Center Operations

POSITION DESCRIPTION

- I. **Title:** Student Assistant Manager
- II. **Supervisor:** Assistant Director of Operations
- III. **General Description:**
Provide optimal service to guests of the University Center. Supervise the general operation of the University Center on evenings and weekends. During this time, the SAM acts as the staff representative for various departments, assists various groups and individuals in utilizing University Center facilities, and is the on-site supervisor for student employees. The SAM serves as the host/hostess to the guests of the University and University Center. They are also responsible for the integrity and safety of the building during these hours.
- IV. **Responsibilities:**
- Assist in the training of desk assistants and setup staff.
 - Demonstrate competence in multimedia equipment.
 - Maintain the safety and security of the University Center through sound judgment and action by having knowledge of all procedures and policies.
 - Supervise the information desk operations and cash operations. Provide relief for breaks as needed.
 - Supervise student setup staff to ensure all building sets are done correctly.
 - Act as primary contact for customers and provide assistance in a courteous, professional and informative manner.
 - Make rounds of the building during assigned shift observing appearance and order. Check exterior doors and dock area. Makes on-the-spot corrections. Coordinates with the UNC police department and facilities and operations, as needed.
 - Open and close the building.
 - Able to move and lift up to 70lbs.
 - Attend scheduled staff and assigned group meetings.
 - Communicate policies and procedures to customers and University employees.
 - Other duties as assigned.
- V. **Time Commitment:**
This is a part time position with varied work hours including evenings and weekends.
- VI. **Conditions of Employment:**
- Employment dates are year round including scheduled University breaks.
 - Must demonstrate the ability to work with diverse groups.
 - Maintain satisfactory performance of duties within University guidelines.
 - Maintain an acceptable grade point average (2.0 for both term and overall).
- VII. **Remuneration:**
- Beginning wage is \$7.85/hr.
- VIII. **Application Process:**
- For application information, contact the Information Desk located in the University Center, (970) 351-2007.
 - Include a resume with the application.
 - Applications may be submitted to the Information Desk and will be kept on file for one academic semester.
 - Direct questions to the Assistant Director of Operations at (970) 351-1307.