

Building Supervisor - Operations
Illini Union
University of Illinois at Urbana-Champaign

The Illini Union at the University of Illinois at Urbana-Champaign is seeking talented graduate students to serve as Building Supervisor for the Illini Union Operations.

Position Functions: Reporting to the Assistant Director of Operations, the Building Supervisor position oversees all activities taking place in the building; represents Illini Union Administration in the event of its absence.

Job Duties and Responsibilities:

- Monitor activity in the Illini Union.
- Monitor building usage by Students, Faculty, Staff, Alumni & guests.
- Manage disturbances within the Illini Union.
- Clear building of those not permitted to use the facility.
- Contact Police in the event of an emergency.
- Assist Reservations in unlocking meeting rooms, delivering messages, set-up details, and troubleshooting.
- Set up basic audio/visual equipment for daily events.
- Facilitate communication between departments to ensure the success of daily events.
- Coordinate interdepartmental efforts for the implementation of emergency procedures.
- Prepare daily shift reports.
- Interpret and enforce policy in the absence of administration.
- Other duties as assigned by the Assistant Director

Education & Experience

- Must be enrolled in a graduate program at the University of Illinois.

Required Knowledge, Skills & Abilities

- Strong customer service aptitude, communication, and writing skills.
- Ability to work with diverse groups.
- Ability to deal with crisis and emergency situations.
- Ability to assert entrusted authority.

Working Conditions

Varying shifts covering Illini Union hours of operation: seven days a week, 7am to midnight/extended hours in the event of late-night activities.

This is a graduate hourly position. The rate of pay is \$11.50 per hour.

APPLICATION PROCEDURE:

For consideration, complete an application at the following website <http://illiniunion.illinois.edu/Employment/> and specify your interest in “BUILDING OPERATIONS”

Contact Manny Makowski at mmakows3@illinois.edu or 217-649-5610 if you have questions about the position.

Questions regarding the application process may be directed to staffdevelopment@illinois.edu or Shared Human Resources and Administrative Services Team at 217-333-3660.