UNIVERSITY OF ILLINOIS AT URBANA CHAMPAIGN
Illini Union Office of Building Operations
GRADUATE HOURLY

Job Title: Graduate Hourly Building Supervisor Position
Department: Illini Union Operations
Reports To: Assistant Director, Operations
Description:
Purpose: Oversees all activities taking place in the building; represents Illini Union Administration in the event of its absence.
Services: Monitors all aspects of activity in the building; assists Reservations in unlocking meeting rooms, delivering messages, set-up details, and troubleshooting; works with University Police when necessary; handles disturbances; clears building of those not permitted to use the Union; prepares daily shift reports.
Hours: Varying shifts covering Illini Union hours of operation: seven days a week, 7am to midnight/extended hours in the event of late night activities.

I. Job Duties
   - Interpret and enforce policy in the absence of administration.
   - Facilitate communication between departments to ensure the success of daily events
   - Set up basic audio/visual equipment for daily events.
   - Coordinate interdepartmental efforts for the implementation of emergency procedures
   - Safeguard building usage to Students, Faculty, Staff, Alumni & guests.
   - Author a daily report.
   - Other duties as assigned by the Assistant Director

II. Education & Experience
   - Requires enrollment in a certified graduate program at the University of Illinois.

III. Other Qualifications Required
   - 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.

Compensation:
This is a Grad Hourly position at an hourly rate of $13.65. Please notify the interviewer if you are eligible for Federal Work-Study.

Application Procedure:
For consideration, please complete an application at the following website and specify your interest in BUILDING OPERATIONS ONLY: https://www.union.illinois.edu/employment/StudentApplication.aspx

Additional questions may be directed to: iuemployment@illinois.edu or Staff Development & Human Resources 217-333-3660