Late Night Operations Student Staff

Job Title: Late Night Operations Student Staff

Department: Illini Union Operations

Reports To: Student Manager/Facilities Manager

Description:
Purpose: Assists the Facilities Manager with Late Night Operation and Late Night Dances.

Services: Assists with monitoring, safety, security, and crowd management of Late Operations and Late Night Dance functions.

Hours: Weekend evenings for events normally occurring after 8pm that can extend until 3:30am.

I. Job Duties

- Assists the Coordinator of Facilities Manager in the function of Late Night Operations and Late Night Dances.
- Facilitate the entry and exit of guests to the Illini Union.
- Assist with the implementation of the Building Emergency Action Plan.
- Participate in pre and post event operations meetings for Late Night Dance.
- Assist the operations of metal detector and work with UIPD to ensure efficiency of security screening.
- Search backpacks, purses, and bags for dangerous or illegal items.
- Facilitate and enforce Late Night Operations and Late Night Dance procedures and guidelines.
- Monitor the traffic in and out of the Computer Lab and Study Space(CLASS) during hours of operation
- Verify the identity of the students/staff or faculty entering CLASS by electronically scanning the University of Illinois Identification card
- Analyze operation and provide feedback Facilities Manager and Assistant Director of Operations.
- Other duties as assigned by the Facilities Manager and Assistant Director of Operations.

II. Education & Experience

- Requires enrollment in a certified program at the University of Illinois.
- Must be employed as a Late Night Dance Supervisor for at least one semester.
- Proven ability to perform all Late Night Dance Supervisor duties, particularly the metal detector and bag search stations.
III. Other Qualifications Required
- Strong leadership skills.
- Ability to handle stressful situations.
- Must have strong customer service aptitude and communications skills.
- Must have ability to work with diverse groups.

IV. Training
- Training provided by the Facilities Manager
- Should be able to perform all aspects of job within 2 weeks.

V. Learning Goals
- Develop understanding of a complex organization.
- Independent decision making skills.
- Develop competency in dealing with crisis situations.
- Develop competency in dealing with collective behavior.

VI. Supervisory Relationship
- Under the direct supervision of the Facilities Manager
- This position acts as the primary assistant to the Facilities Manager

VII. Physical Requirements
- Must be able to lift and move up to 50 pounds.
- Must be able to communicate with no serious difficulties.
- Must be able to maneuver through crowded situations fluidly.

VIII. Working Environment
- Required to work late nights on specified Friday and Saturday nights.
- Must make quick decisions in uncertain situations.

Compensation:
This is an Undergraduate Hourly position at an hourly rate of $9.25 or a 4% pay increase from the incumbent's current wage, whichever is higher. Please notify the interviewer if you are eligible for Federal Work-Study.

Application Procedure:
For consideration, please complete an application at the following website by 8/20/18 and specify your interest in LATE NIGHT OPERATIONS only:
https://www.union.illinois.edu/employment/StudentApplication.aspx

Additional questions may be directed to: iuemployment@illinois.edu or Staff Development & Human Resources 217-333-8305