Title | Building Manager

Job Type | Student Employee

Division | Drexel Campus Services

Department | Student Centers

Job Description |
The position of Building Manager exists to facilitate the co-curricular and administrative programs of the University and to assist the programs of non-university organizations that have contracted use of University facilities. This is a service-oriented position that requires constant interaction with members of the University community and the general public, which must be conducted in a manner that brings credit to Drexel Student Centers and, ultimately, Drexel University. It often requires a tone of firm-friendliness to enforce the rules and mission of our department and work efficiently and effectively with our patrons and building staff.

Responsibilities include:
- Regulating and monitoring the Creese Student Center and Ross Commons by walking rounds and completing relevant reports
- Monitoring events, including set-ups, staffing and procedures
- Identifying and resolving immediate operations issues in the building
- Supervising Student Center Concierges
- Assisting Drexel Student Centers administration with student staff training and development
- Executing emergency procedures (such as building evacuations or medical emergencies)
- Opening/Closing the Creese Student Center/Ross Commons
- Modeling appropriate behavior and providing leadership for the Drexel Student Centers student staff
- Fostering communication among student workers
- Creating a friendly atmosphere in the Creese Student Center/Ross Commons for students, staff and visitors, by building positive working relationships with Contracted Services, Public Safety and other campus entities
- Working with student workers to achieve a high level of customer service
- Ability to be flexible and handle different situations with confidence and leadership
- Additional duties as assigned by Drexel Student Centers Administration

Minimum Education | N/A
Number of Positions | unknown
Campus | University City
Office Location | varies
Contact E-mail Address | dbs@drexel.edu
Primary Phone | 215.895.1000