Title | Building Manager

Job Type | Student Employee

Division | Administrative and Business Services, Drexel Business Services

Department | Drexel Student Centers

Job Description |

The Building Manager is under the direct supervision of the Assistant Directors. In this role, managers represent the department of Drexel Student Centers within Drexel University.

The position of Building Manager exists to assist with the co-curricular and administrative programs of the University, as well as the programs of non-University organizations that have contracted use of the University’s facilities. This is a service-oriented position that requires constant interaction with members of the University, community, and general public.

Examples of Duties and Responsibilities

- Oversee daily activities of building and serve as primary resource for students, staff, faculty, and guests who utilize the Creese Student Center and Ross Commons.
- Ensure facility cleanliness and professional atmosphere.
- Ensure building is unlocked in mornings and secured at closing.
- Report and record injuries, property damages, emergencies, and unusual incidents.
- Coordinate emergency procedures and responses.
- Communicate maintenance and housekeeping needs to appropriate staff.
- Assist with daily cash operations.
- Supervise Student Center Concierge at Information Desk.
- Act as a proxy for professional staff during off business hours.
- Additional duties assigned by Drexel Student Centers Administration.

A strong marketplace is essential to recruiting and retaining today’s student. It is the mission of Drexel Business Services to operate and expand a marketplace that delivers high quality services that are customer responsive, built on strong internal and external partnerships, and is integral to the financial strength of Drexel University.

Drexel Business Services is a part of the Division of Administrative and Business Services, overseeing services for three campuses including campus dining, retail management, the university bookstores, vending, identification card services, the student centers, event and conference services, parking services, printing and mailing, and university housing.
Qualifications

- Ability to communicate clearly in written and oral interactions.
- Able to work individually or as part of a team effectively.
- Previous leadership or supervisory experience.
- Excellent customer-service skills.
- Attention to detail.
- Outstanding interpersonal skills.

Minimum Education | N/A

Number of Positions | 10-12

Campus | University City

Location | Creese Student Center

Room Number | 118

Contact Name: | Megan Murphy

Contact E-Mail Address: dbs@drexel.edu

Primary Phone: 215.895.2530