

## Assistant Building Manager

**Position Description:** As an integral part of the Memorial Union, the Assistant Building Manager position provides support to events and general operations of the building. Under the direct supervision of the Building Manager, the Assistant Building Manager will be responsible for helping to implement event setup requests for both small- and large-scale events; as well as aiding in providing cleaning and maintenance support to the building, events, and customers of the Memorial Union.

### Duties and Responsibilities:

- Provide exceptional customer service to all those encountered within the Memorial Union and the ISU Campus.
- Assist with setting up events according to established guidelines through use of EMS and diagrams provided by the Event Management Office.
- Assist the Building Manager in conducting regular room checks and patrols
- Perform daily cleaning tasks and organization of supplies and equipment
- Provide assistance with any special projects as needed
- Maintain and organize storage areas and supplies for implementation of events
- Provide crowd control and security support during large events
- Provide support to general building requests as needed and assigned
- Perform all tasks assigned by the Building Managers and Professional Staff
- Provide support and encouragement to all team members
- Attend staff meetings and provide feedback on policies and procedures
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### Successful Candidate Attributes:

- Exceptional customer services skills
- Ability to function independently and as a team member
- Ability to lift and carry objects weighing at least 50lbs (i.e. tables, chairs, stages, podiums)
- Ability to advance the principles of an inclusive and diverse working environment
- A desire to grow and develop their abilities and leadership skills
- A desire to be a part of a unique dynamic team that supports the mission, vision and values of the Memorial Union.

### Compensation:

- Hourly wage beginning at \$9.00
- A staff that has a vested interest in developing leadership and careers readiness skills
- Semesterly developmental workshops/retreats
- A fun and dynamic work environment to learn and grow in

### Contact:

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