

Offices of Campus Involvement and Residence Life

215 N. Third Street • Camden, NJ 08102 • (856) 225-6471 • FAX (856) 225-6277

Position Title: **Building Manager**
Reports To: Coordinator of Residence Life
Supervises: N/A

Position Overview: The Building Manager serves the Offices of Campus Involvement and Residence Life by performing assigned duties of a manual nature that allow the overall mission of the department and the University to continue without interruption to student service and development. The nature of this position requires that the employee be able to work independently to accomplish duties and to maintain standards for safety for the immediate work area and for the entire on-campus community.

Qualifications:

- Registered Rutgers-Camden full-time student
- Must maintain a minimum of 2.5 GPA
- Understanding of community living and willingness to be a role model
- Maturity level necessary to represent the department and University as a front line staff member
- Valid NJ Driver's License in good standing preferred
- Ability to lift and carry materials that can be heavy at times

General Responsibilities:

- 1) Maintain and uphold the stipulations of the Residence Life Staff Agreement
- 2) Adhere to an established schedule for all working hours (The Coordinator of Residence Life will assist in the creation of this schedule and approve it at the beginning of each academic semester)
- 3) Participate in a rotating on-call schedule (The Coordinator of Residence Life will assist in the creation of the on-call schedule and approve it at the beginning of each academic semester)
- 4) Regular maintenance of the following areas (cleaning and inspection):
 - a. Towers and Apartments fitness rooms
 - b. Towers and Apartments computer labs
 - c. Residence Life Office
 - d. Residence Life Conference Room
 - e. Towers Lounge
 - f. Towers Kitchen

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Division of Student Affairs-Campus at Camden

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- 5) Refill supplies daily in the following areas:
 - a. Residence Life Office
 - b. Towers and Apartments fitness rooms
- 6) Assist Mike and Eric, Housing FMS, in their duties as requested and be a liaison between Housing FMS and Residence Life
- 7) Assemble and reposition furniture as requested
- 8) Maintain the fleet of Residence Life vacuums, which should be emptied daily
- 9) Assist the Program Coordinator, Resident Assistants, Resident Directors, Coordinator of Residence Life, and Assistant Dean in the set-up and break-down of furniture and equipment used for Residence Life programs
- 10) Assist the Campus Center staff as requested in their duties
- 11) Be available to assist with all building move-ins, move-outs, special events, and conferences
- 12) Perform building inspections at the beginning or end of each shift and report abnormalities to the Coordinator of Residence Life via designated electronic report system
- 13) Perform room inventory inspections at move-out and prior to move-in
- 14) Assist with summer conference check-in and check-out
- 15) Maintain accurate inventories of all storage areas within the building
- 16) Maintain proper radio etiquette during shifts
- 17) Fully complete any and all required forms and submit them by established deadlines
- 18) Other duties as assigned