



# Student Staff Job Description & Application

## Health Education Center Building Manager



Please Print

Your Name: \_\_\_\_\_

Your R # or last 4 of your SS#: \_\_\_\_\_

**Local Address:**

Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

E mail: \_\_\_\_\_

**Permanent Address:**

Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Cell Phone: \_\_\_\_\_

**Job Summary**

The position of Building Manager ensures the safety and well-being of all patrons and visitors of the Health Education Center. They supervise all activities, programs, and special events providing assistance during preparation and after the completion of all events. They are first responders for all emergency situations and are trained there in. They are responsible for the general building areas including hallways, restrooms, and locker rooms; as well as the pool area, dance room, gym, and personal conditioning room.

**Chain of Command**

Responsible to the Program Specialist of Conference Services. Supervise lifeguards in the Health Education Center.

**Job Qualifications**

- Must meet UT student employment qualifications of 8 credit hours domestic and 12 hours international and have a minimum grade point average of 2.0
- Must have and maintain current CPR, AED, and First Aid certification
- Management training specific to the Health Education Building
- Must meet and maintain the requirements of the Student Recreation Center floor supervisor position
- Promotion to the position from a Student Recreation Center floor supervisor / building manager position is preferred
- Ability to delegate and supervise the performance of others
- Ability to take charge in all emergency situations
- Positive roll model for peers and patrons

**Job Requirements**

- Ensure the safety and well being of all patrons
- Attend to the needs of Health Education Center patrons with direct customer service
- Work with University of Toledo student and campus organizations including Intramural and Sport Clubs
- Know, follow, and enforce all policies and procedures of the Health Education Center manual and that of the Office of Recreation
- Ensure that the emergency action plan is adhered to in emergency situations
- Ensure that the facility and equipment are properly used and cared for
- Coordinate use of the facility & facilitate venue changes based on customer needs
- Facilitate and complete custodial duties as needed and directed
- Provide clear and complete documentation of all activity within the Health Education Center
- Must attend in-service training and staff meetings on a regular basis

**Remittance**

\$8.00 per hour (\$9.00 during special events) with opportunities for promotion.

**DISCLAIMER**

**At-Will Employment:** *If hired; I acknowledge that I will be an at-will employee. I understand that my student worker position may be eliminated without notice or cause, at the discretion of the employer. I also acknowledge that my employment may be terminated for violation of UT or SRC policy, poor performance, poor availability, failure to complete required documents in a timely way, failure to complete required training in a timely way, or failure to maintain UT student employment requirements. UT students are not permitted to work more than 20 hrs/week on average while classes are in session.*

**Authorization:** *I authorize The University of Toledo, Office of Recreation to obtain information about me from my previous employers and academic institutions. I authorize my previous employers and academic institutions to disclose to The University of Toledo Office of Recreation information about me that would be related to my application for this job.*

**Discrimination Clause:** *The SRC does not categorically deny employment to any individual based on race, creed, ethnicity, national origin, gender, age, disability, sexual orientation, or veteran status as defined by law.*

**Accuracy:** *I verify that I have read and understand this job description and that the statements I have made in this application are true and complete. I understand that if I am hired, any false or misleading information given in this application will be grounds for immediate disqualification of this application or termination of employment.*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Check the areas of revenue programs in which you would like to train and work:**

Certification Classes  Climbing Wall  Outreach/Marketing  Swim School  Teambuilding Programs

**Have you been awarded with WORK STUDY in the semester for which you are applying? YES NO**

*NOTE: Work Study contracts are awarded through UT's financial aid office. UT Work Study students are guaranteed an interview at the SRC. The Work Study contract must be brought to the interview.*

**General Information**

- Are you legally entitled to work in the United States?    yes    no
- Have you ever been convicted of a crime?    yes    no
- Please list the language(s) you speak and write. \_\_\_\_\_
- Year in study at college or graduate level:            FR   SO   JR   SR   MST   PHD
- College: \_\_\_\_\_ Major: \_\_\_\_\_ Anticipated graduation date: \_\_\_\_\_
- Are you presently employed on campus?    yes    no    If yes, where? \_\_\_\_\_
- Requested semester for employment:    Fall    Spring    Summer    of what year? \_\_\_\_\_

**Additional Qualifications**

- List all CURRENT certifications – Please attach copies of these certifications (*required to verify qualifications*).
- \_\_\_\_\_
- List skills, training, or achievements that would help qualify you for this job.

**Availability** (*Circle all hours you ARE available to work during the semester for which you are applying.*)

<b>Mon</b>	530-8AM	8-9	9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-1130PM
<b>Tue</b>	530-8AM	8-9	9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-1130PM
<b>Wed</b>	530-8AM	8-9	9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-1130PM
<b>Thur</b>	530-8AM	8-9	9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-1130PM
<b>Fri</b>	530-8AM	8-9	9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-1130PM
<b>Sat</b>	530-8AM	8-9	9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-1130PM
<b>Sun</b>	530-8AM	8-9	9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-1130PM

Requested number of hours per week with weekends > **5   10   15   20**

**Previous Employment**

1. Employer:	Employed	Responsibilities:
	From:	
	To:	
Supervisor Name & Phone Number:		Reason for Leaving:
2. Employer:	Employed	Responsibilities:
	From:	
	To:	
Supervisor Name & Phone Number:		Reason for Leaving:

**Additional Questions:** *If you need more space to write, please attach another sheet of paper to this application.*

What interests you about working on campus at the Student Recreation Center?

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How do you see this position helping you in achieving your academic and/or career goals?

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**Interview & Job Offer:**

*If you are qualified, available when needed, and a position is open, you will receive an invitation to an interview.  
 If a job offer is made, it will be both verbal and written. Orientation and training arrangements will be made at that time.*