

Building Manager Position Description

**Viking Union Student Employment**

# Viking Union Mission:

The Viking Union connects a dynamic and diverse campus community, providing welcoming and supportive spaces and activities that advance student leadership, community engagement, adventure, and celebration.

The Viking Union values: Social Equity, Ecological Stewardship, and Economic Resilience & Justice, Learning & Development, and Celebration in Community. <https://vu.wwu.edu/core-beliefs>

# Position Overview:

The Viking Union is a place where the campus community meets to share common interests, participate in activities, and socialize within a student-centered environment. The Viking Union’s commitment to active learning allows students to gain self-confidence, knowledge, and entertainment, all within one structure. Building Managers play an essential role in upholding these goals because they provide oversight for the evening operations of the Viking Union in the absence of the full-time staff.

# Position Responsibilities:

* Cultivate a welcoming environment in the Viking Union
* Maintain a safe and secure place for the campus community
* Open and Close the building as needed
* Assist with event support for activities scheduled in the Viking Union by reviewing work for quality and occasionally setting up equipment
* Use sound and informed decision-making skills in the event of an emergency and contact appropriate support resources as needed
* Dispense and receive change funds, contracts, and other financial materials
* Maintain a detailed record of activities in the building
* Participate in weekly event meetings with advisors and managers of the Viking Union
* Assist and support service areas of the Viking Union when necessary
* Maintain an environment that reflects the values and Mission of the Viking Union
* Carry out other duties as assigned that support operations in the Viking Union

# VU Employment Responsibilities:

* Attend all VU Training and development events including, but not limited to: pre-fall orientation, pre-winter training, and pre-spring training.
* Center equity, inclusivity, and anti-racism.
* Enter work hours in online timesheet after each shift and submit timesheets by the payroll deadline.
* Follow applicable VU Policies [vu.wwu.edu/policies](http://www.vu.wwu.edu/policies) and policies in the student employment   
  handbook <http://www.finaid.wwu.edu/studetjobs/employers/resources/supervisors_handbook/index.php>

# Required Qualifications:

* Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates. (Credit waivers may be granted by Student Employment.)
* Maintain a minimum of a 2.00 cumulative grade point average
* Demonstrated commitment to equity, inclusivity, and anti-racism (e.g. self-educating, personal experience, attending courses/workshops, volunteering/working with organizations that support underrepresented people, etc.)
* Effective interpersonal communication skills
* Ability to occasionally lift and carry up to 50 lbs. (such as tables, chairs, etc.)

# Preferred Qualifications:

* One year remaining as a Western Student
* Demonstrated experience in the following areas:
* effective leadership skills among peers
* capacity to make decisions in stressful situations
* working positively in collaborative or team environments

# Position Reportage:

This position reports to the Assistant Director of the Viking Union Facilities & Services.

# Average Hours per Week:

This position works an average of 15 hours per week. (Summer and intersession work are not required for the position but may be available with limited hours.)

# Hourly Wage:

Program Support Staff 3 is paid at a rate of $20.02 per hour.

The Viking Union at Western Washington University is an Equal Opportunity Employer   
and does not discriminate on the basis of race, color, creed, religion, national origin, sex (including pregnancy and parenting status), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information in its programs or activities.

This job description is subject to change and was last revised January 2023.

**Application available at:** <https://vu.wwu.edu/StudentJobs> please follow the instructions listed.   
If alternate format is needed, please contact [VUStudentClerks@wwu.edu](mailto:VUStudentClerks@wwu.edu) for accommodations.