

# Campus Activities Office: Student Manager Position

Campus Activities Office employs a number of students through the Federal Work Study system. Under general administrative guidance of the Director of Campus Activities, the Student Manager is responsible for the general operation and supervision of the Lair Equipment Desk/Gameroom area and Concessions at specified athletic events. The Student Manager is also responsible for the coordination and execution of selected recreational and leisure programs.

## REQUIREMENTS:

1. Must be a full time McKendree student registered for the upcoming semester with Federal work study. **At least sophomore status preferred.**
2. Must be in good standing with McKendree both academically and judicially.
3. Proof of Federal Work Study eligibility will be required to be considered for a work study job.
4. Completed online application for Campus Activities Work
5. Must be able to work weekend and/or evening shifts. Some holiday/semester break work may be required.
  - a. Must be available for traditional events as needed (Welcome Week, Homecoming, Spring Fling, etc.)
6. Must be available to work 8-12 hours per week.
  - a. Hours vary and may include weekends, break periods, and some holidays.
7. Must be able to physically lift at least 30 pounds.
8. Selected staff must attend an approved training session before starting work.

## Skills Preferred:

1. An outgoing personality and ability to speak to groups in a social setting is required.
2. Enthusiasm for working in a diverse, team-oriented environment
3. Some previous management or supervisory experience (fast food or concessions operation preferred)
4. Knowledge and good skills in employee and public relations, food production methods and procedures, inventory systems, employee scheduling, and computer knowledge.
5. Knowledge of basic gaming equipment including ping pong tables, billiards, video game consoles, etc.
6. Familiarity and interest with working with A/V equipment.
7. Willingness to leave programs better than you found them
8. Ability to supervise peers.
9. Must be dependable and accountable
10. Attention to detail and multitasking ability; demonstrate problem-solving, customer service and communication skills, and leadership qualities
11. Excellent communication skills

## Certifications Preferred:

1. Current Driver's License
2. Ability to pass McKendree University vehicle certification
3. Ability to be certified in CPR and First Aid
4. Ability to be certified in Food Preparation

## SKILLS AND EXPERIENCE GAINED:

1. Increased understanding of event planning and management.
2. Improved supervisory skills like mediation, customer service, and team building
3. Enhanced knowledge of programming and facility operation

## GENERAL DUTIES:

1. General facilities supervision. Provide for the order, security and safety of the building and its occupants in the absence of or in addition to permanent staff.
2. Responsible for assisting and meeting the informational needs of the customer and portraying a positive attitude in a professional manner.

3. Enforce McKendree University and staff policies for both employees and patrons, including handling emergency situations as they arise. Consults with professional staff as appropriate.
4. Assist with training sessions, employee scheduling, supervision, and evaluation of student staff.
5. Maintain reservations, daily reports, and additional forms as needed.
6. Distribute signage, materials, and check bulletin boards for proper postings
7. Greet clients sponsoring events or meetings in various locations. Shall check the cleanliness, condition, and setup of room and exercise care in the safeguarding of property and equipment.
8. Make frequent rounds of specified areas to secure areas not in use, check condition of facilities, and check in with student employees on duty.
9. Shall serve as a generalist, having a basic knowledge for all specific working areas.
10. Other duties as assigned

POSITION SPECIFIC DUTIES:

1. Shall complete entries in the duty log throughout their shift that describes the activity in the building and concession areas. This is not only done on the rounds, but anytime the Manager deems important.
2. Develop, together with other Managers, a duty schedule. Managers are limited to working a maximum of 15 hours per week.
3. Concessions and Event Duties:
  - a. Obtain a working knowledge of all food service equipment.
  - b. Supervises student staff in proper food service sanitation procedures.
  - c. Maintains an up to date and accurate inventory. Assist with inventory purchasing.
  - d. Responsible for all cash and prepares cash drawers for specified event/activity.
    - i. Maintains accountability for incoming cash and safe control in the concession operations.
4. Responsible for the planning and execution of various recreational and leisure activities. Most events will be held late night and/or weekends. Events will consist of:
  - a. Tournaments
  - b. Trivia Nights
  - c. Viewing Parties (sporting events, TV shows, movie nights)
  - d. Social Activities (karaoke, game nights, etc.)
  - e. Other activities and/or programming as specified

Weekly shift hours determined on a semester basis.

\*\*Selected applicants may be required to interview for this position.