

Reynolds Campus Center
Assistant Building Manager (Leadership)
Position Description
Level 2

Assistant Building Managers are students who are responsible for supervising the Building Assistants and managing the overall operation of the Reynolds Campus Center. Building Managers will work directly in conjunction with the Assistant Director of Student Engagement. In addition, they will also carry out the same duties as Building Assistants. This position requires a minimum of sixteen (16) hours per week with a maximum of twenty (20) hours per week.

General Responsibilities:

1. Supervise, train and evaluate Building Assistants.
2. Help foster a sense of belonging and continue to increase developmental competencies with staff.
3. Help with new hires and on-going trainings
4. Complete Building Assistant duties during a shift when needed.

Specific duties may include:

1. Create agenda and leading staff meetings
2. Organizing trainings with campus partners.
3. Manage/Update scheduling for staff.
4. Meet weekly with the Assistant Director of Student Engagement.
5. Help manage staff recognition program.
6. Other duties may be assigned.
7. Write/Create warnings or reports on staff performance.

Qualifications:

1. Strong organization and supervisory skills.
2. Ability to facilitate training sessions.
3. Excellent communication and customer service skills.
4. Will work as a team member and foster a team spirit among staff.
5. Must maintain professionalism as a student manager amongst peers.
6. Must be flexible and possess creative thinking skills.
7. Be knowledgeable about all operations of the buildings.
8. Must present a good image of Babson and develop positive relationships with all guests including students, faculty, staff, and visitors.

Supervisor Anthony Pires, Jr. – Assistant Director of Student Engagement