

**Reynolds Campus Center**  
**Assistant Building Manager (Operations)**  
*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. Oversee the Campus LCD Account and systematize information material at the Information Desk.
3. Manage all Building Work-Orders
4. Complete Building Assistant duties during a shift when needed.

Specific duties may include:

1. Reconcile and deposit any money accrued from the sales of movie tickets and shuttle bus passes.
2. Report all maintenance and items immediately through proper paper work.
3. Prepare reports as needed, such as building count, issues of concern, and discipline reports.
4. Meet weekly with the Assistant Director of Student Engagement.
5. Create posters and signage for the Campus Center when necessary.
6. Manage the incoming inquiries and Vendor Table Request.
7. Other duties may be assigned

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.