Position Description

**Department:** Associated Students Sport Clubs

**Job Title:** Building Manager

**Position Overview:** Directly oversees the daily operations of the Sport Clubs Program, including the supervision of students and tasks related to overseeing practices, events and completion of administrative tasks in the Sport Clubs Office.

**Duties:** Reporting to the Building Manager Supervisor, the Building Manager will manage Sport Club practices and events, participants and facilities in use. Responsibilities include checking in participants, ensure the safety of participants, security of the facilities and reporting of any incidents that occur.

**Qualifications:** Must be currently enrolled as a CSUN student. Must have American Red Cross certification in First Aid, CPR and AED or be willing to obtain upon hiring. Desired skills include organization, punctual and good time management, and communication and customer service skills. Please specify any relevant recreation or sport related experience on application.

**Location:** SRC Building

**Hours:** up to 20 hours per week

**Classification:** II

**Salary Range:** $11.00-$14.50/hour (current)
$12.50-$16.00/hour (effective 7/1/2017)

**Desired Major(s):** Recreation, Tourism, and Hospitality; Kinesiology; Business/Management

**Desired Class Level(s):** Any

*Note: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the AS. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current AS employees who apply for the position.*

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