



## *University Center Job Description*

# UCEN SERVICE MANAGER

**Job Title:** UCen Service Manager

**Department:** UCen Administration

**Reports to:** Conference Services Manager

**Rate of Pay:** \$8.50 per hour

**Essential Duties:** Service Managers are responsible for the supervision of student Service Assistants. They serve as representatives of the UCen and are expected to:

- Ensure that UCen policies and procedures are adhered to
- Maintain security, safety, and appearance of the UCen
- Implement Conference Services events
- Serve as UCen Emergency Coordinators
- Supervision of Service Assistants
- Perform other assigned tasks
- Gain leadership, teamwork and management training

**Qualifications:** Service Managers are expected to be dependable, responsible, cooperative, self-motivated and willing to strive for excellence. They should be able to lift at least 50 pounds. Previous leadership or management experience is a plus.

**Schedule:** This position is staffed all hours that the UCen is open or hosting events. Shifts are scheduled around school between 6:00 am and 2:00 am, seven days per week. Students may work up to 20 hours per week during the school year, and up to 40 hours per week during breaks. You will be required to work your fair share of early morning, late night, and weekend shifts.