

VIKING UNION BUILDING MANAGER

Viking Union Mission:

The Viking Union welcomes and engages students, faculty, staff, and guests in building a diverse community. We continually strive to enhance the Western Experience through supporting student leadership, campus involvement and creative expression, and by providing services and events in our venues.

The Viking Union... Bringing Together the Campus Community at Western Washington University

Position Overview:

The Viking Union is a place where the campus community meets to share common interests, participate in activities, and socialize within a student-centered environment. The Viking Union's commitment to active learning allows students to gain self-confidence, knowledge, and entertainment, all within one structure. Building Managers play an essential role in upholding these goals because they oversee the Viking Union in the absence of the full time staff. The Building Manager's primary responsibilities are to:

- Reflect a courteous, helpful attitude towards the users of the Viking Union
- Maintain a safe and secure environment for the campus community
- Assist with event support for activities scheduled in the Viking Union
- Use sound and informed decision making skills in the event of an emergency
- Disperse and receive change funds
- Maintain a detailed record of activities in the building
- Assist and support services of the Viking Union when necessary
- Maintain an environment that reflects the values of the Viking Union
- Carry out other duties as assigned

Qualifications:

As a Building Manager, students must exercise effective leadership skills in supporting the mission, policies, and values of the Viking Union. Employees who are successful in this position apply effective interpersonal communication, decision-making, and collaboration skills within a diverse environment. Students must also demonstrate a solid academic commitment by maintaining at least a 2.0 cumulative GPA and a minimum of 10 credit hours per quarter.

REPORTS TO: VU Operations Manager

WORK TIME: Average of 15 hours per week

SALARY LEVEL: \$9.25 per hour

APPLICATION PROCEDURE: See "Hiring Procedures"