

Cornell College

Student Employment Job Description

Date: October 27, 2009

Job Title: Late Night Building and Equipment Supervisor
Small Multisports Center and The Commons

Work times: Generally between 9pm-2am

- two weeknights during each block (blocks 3-7)
- every Saturday night during each block (blocks 3-7)
- two nights during block breaks (block 5 and 6)

Wage: \$7.50/hour

Departments: Athletics and Campus Recreation

Divisions: Athletics and Student Affairs

Reports To: Assistant Athletic Director or Coordinator of Intramurals

Position Summary:

Oversee facility space, useage and access during late night hours.

Principal Duties and Responsibilities - (Essential functions of the position):

1. Opens and closes the facility (with assistance from Campus Safety).
2. Sets up and takes down equipment. Checks inventory.
3. Assists with activities being conducted in the space.
4. Monitors students using the space and equipment.
5. Responds to problems. Contacts appropriate Athletics or Student Affairs staff or Campus Safety when problems occur.
6. Keeps records of number of users and types of activities.
7. Other duties as assigned.

Qualifications:

Must be eligible for FEDERAL WORK STUDY funds.

Work Relationships:

Reports directly to the Assistant Director of Athletics or the Coordinator of Intramurals. Regular contact with students and Campus Safety staff.

Skills, Knowledge, and Abilities:

Capable of acting with authority and sound judgment in regard to security and safety of patrons, building, and resources. Skills in oral and written communication. Basic computer skills, including e-mail.

Physical Working Conditions:

The work is varied, with some sitting, some standing, some lifting, and some walking around. All requirements are subject to change over time, with possible modifications made to reasonable accommodate individuals with a disability.