

Campus Recreation

UNIVERSITY OF COLORADO COLORADO SPRINGS

JOB DESCRIPTION – BUILDING MANAGER

University and Campus Recreation Profile

The University of Colorado at Colorado Springs (UCCS) is a burgeoning, regional academic and research university with a rapidly growing student enrollment of 9,750; 40 % of which are first-generation college students. The university offers 36 bachelors, 19 masters and 5 doctoral degree programs through its six colleges, with a student-to-faculty ratio of 18:1. UCCS is ranked 9th amongst Western regional public universities and 9th best undergraduate engineering program in the nation according to *U.S. News & World Report*, and *GI Jobs* ranks UCCS within the top 15 % of military friendly colleges and universities.

Pikes Peak, America's Mountain as it is known, forms a breathtaking backdrop for the LEED Gold Certified UCCS Recreation Center, serving between 550 and 600 students and faculty/staff daily. Campus Recreation and staff are committed to student development, diversity and sustainability, all while encouraging healthy lifestyles through extensive programs and services. Like the university itself, Campus Recreation is undergoing considerable growth, currently in the construction phase of an 84,000 SF artificial turf field to open spring 2014, and planning phases of the recreation center expansion to open summer 2015. The recreation center expansion will increase fitness activity space from 54,000 to 118,000 SF.

Job Responsibilities

- Responsible for the supervision and risk management of the UCCS Recreation Center. Enforce all Campus Recreation facility and program policies and procedures
- Open and close the UCCS Recreation Center, execute facility and activity area inspections, record participation and report data, and report maintenance issues
- Supervise 15-20 "Operations Monitor" student staff, front desk operations, cash handling, equipment check-out process, facility schedules and reservations and special event set-up
- Assist the Manager of Facilities and Informal Recreation in the recruiting, interviewing, hiring, training and evaluation of "Operations Monitor" student staff
- Collaborate with the Manager of Facilities and Informal Recreation in maintaining facility equipment, check-out equipment, and emergency response equipment supplies and inventory
- Serve as first responder during emergencies and evacuations. Initiate the emergency action plan and ensure that university and department guidelines are followed
- Mandatory attendance at both building manager and facility staff meetings

Required Qualifications

- Currently enrolled full-time student at UCCS
- American Red Cross certified First Aid / CPR / AED. Or must obtain within one month of hire
- Must commit to 10-15 hrs/wk
- Exceptional customer service and conflict resolution skills

- Ability to effectively function in a collaborative team environment
- Proficiency with computers, including Microsoft Office applications

Preferred Qualifications

- Previous experience managing and supervising others highly preferred
- Experience supervising, training, and evaluating staff.
- Experience with the collection of cash, checks, and credit card transactions highly preferred

Compensation

\$9.77/hr

Performance based raises issued at the university and department's discretion