Conference Services

Summer Building Managers – (Part-time)

Conference Summer Housing Staff positions are part-time positions, term limited, unbenefited positions. Under the direct supervision of the Housing Manager for Conference Services, and functional direction of other Conference Services staff, summer housing staff will work in collaboration with the Summer Housing Manager and the Summer Housing Coordinator. The Building Management Staff position is an on-site position that requires on call time and front desk time in addition to building management.

General Responsibilities:

- Building Management Operation:
  - Daily walk of the building for general maintenance concerns and any lounge and kitchen maintenance or cleanliness reporting.
  - On call for a period of 10 nights during the summer period dating from June 7-August 21st.
  - Key Audit Team - All building managers will be assigned a team that they will lead in the key auditing process. This will be done for each move in and move out group.

- Front Desk Operation:
  - Provide customer service to the front-desk operation of the Christiana Commons
  - Provide customer service for student/attendee check-out of Christiana Commons equipment such as basketballs, tennis racket, ping pong equipment, etc.
  - Provide assistance to attendees/students with mail and package pick up.

- Mailroom Management:
  - Manage intake, logging, and distribution processes of Laird campus packages using Tech-Track systems or other like system.

- Misc:
  - Work in conjunction with Housing Coordinator, Housing Manager and CHES Intern to maintain key inventory for summer residence halls.
  - Other duties as assigned

Qualifications:

Applicants must meet the following qualifications:

- Customer service skills
- Ability to regularly lift up to 50lbs over shoulder height unassisted
- Operate basic technology functions (including barcode scanners, iPads, and computer accessories)
- English language reading, writing, and conversational fluency
- Read and understand small, detailed writing on labels
- Stand up/sit down maneuvering in traversing a small behind-desk space
- Familiarity with Microsoft Office Suite

Compensation:

This is a part-time, miscellaneous wage position, with no University benefits. This position is temporary from June 2019-August 2019. The position is up to 29-hours per week, hourly rate is $10.00 per hour. A single bed within a suite within a Residence Hall is provided to building management staff. Building Managers are scheduled 29 hours per week plus 10 nights of on call for the period June 6, 2019 to August 21, 2019.

To apply:
Send a cover letter and resume to Cathy Matthews at matthews@udel.edu.

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