



Building Supervisor Job Description

Building Supervisors report directly to the SAAC Graduate Assistant and perform a variety of duties that assist in the operation of the SAAC. This position is crucial to the day-to-day operations of the SAAC and will challenge the abilities of those chosen while offering them valuable skills in communication, management, and organization.

Building Supervisors hours are tentatively Monday through Friday, 6:45am to 12:15am, and Saturday and Sunday, 7:45am to 12:15am. Although weekly schedules will vary, staff will work approximately 8-12 hours per week.

Responsibilities include, but are not limited to:

Customer Service

- First responder to answering patron questions.
- Conduct all interactions professionally.
- Serve as a public relations and resource person to members of groups using the building and facilities.
 - Act as a communication liaison between SAAC members and SAAC professional staff.
 - Provide tours for prospective members.
 - Be helpful, friendly, and willing to assist SAAC members in any way possible.
- Sell memberships, guest passes, 14-visit guest passes, group fitness passes, merchandise, drinks, and lockers.
- Take reservations for study rooms and tennis courts on a daily basis.
- Sign out equipment to patrons.
- Conducts group fitness class check in responsibilities.

Building Management and Policy

- Serve as a first responder to emergencies and contact appropriate agencies to assist.
- Maintain security of the building including, but not limited to, the EmoryCard card swipe system used to admit members to the membership area of the facility.
- Conduct regular walk-throughs of the entire facility to ensure safety and security of members as well as greet members, enforce policies, monitor use of facilities, count occupancy and report any defects or damages to equipment or facilities including necessary routine repairs.
- Open and close the building.
- Assist with space reservations. Ensure proper set-up, audio-visual needs, etc.
- Set up badminton and volleyball equipment in the gym as requested.



- Assist in opening and closing out the cash register each day, preparing shift reports and deposits for the cash register, and monitoring sales of merchandise for each shift.
- Assist the professional staff with all merchandise sales and inventory.
- Complete other duties as assigned.

Qualifications:

- Must be an Emory student in good academic standing and maintain a minimum 2.5 GPA.
- Must be able to commit to the entire summer and academic year for dates of employment.
- Must possess a current, valid CPR training certificate. You can take this class on your own or we will arrange for one at the beginning of the summer and fall.
- Must be able to demonstrate attributes of both a team player and a leader.
- Must possess an excellent customer service orientation.
- Must be able to serve as a resource and a positive representative of Emory University.

Other Requirements:

- Attend mandatory staff meetings to discuss upcoming events, news, and concerns.
- All Building Supervisors must reside locally and be available to work until the residence halls close each semester unless they have written permission from the SAAC professional staff at least two weeks in advance of the end of that semester.
- Attendance at training events is mandatory unless your absence is approved in advance by professional staff.

Remuneration:

- A rate of \$9 per hour (before federal and state taxes).
- A minimum of two shifts plus a weekend rotation is required.

For additional information please contact:

Student Activity and Academic Center (SAAC)

Emory University

1946 Starvine Way

Decatur, GA 30033

Phone: (404) 712-2435

Email: saac@emory.edu

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