

Seymour College Assistant Union Manager

Job Description, Qualifications, and Application Information

Position Description

The Assistant Union Manager (AUM) is responsible for supporting the Union Manager staff in the smooth, efficient operation of the Seymour College Union. In addition to providing support to the operation of the Seymour College Union, each AUM is assigned a specific area, either Programming or Inventory & Operations to provide specific oversight to. The AUM will report directly to the Assistant Director of Campus Life but works closely with the Union Manager for their specific area.

Responsibilities

The Assistant Union Manager will:

- The AUM must be knowledgeable of the College at Brockport; as well as its' offices, departments, programs, affiliates, and its' events. AUM staff must also have a strong working knowledge of the surrounding community.
- Become knowledgeable of the services, policies, and procedures provided by the Seymour College Union and Campus Life
- The AUM will work approximately 10 hours per week
- The AUM will attend all necessary training sessions as assigned by the Assistant Director or Director of Campus Life.
- The AUM will attend Union Manager staff meetings on a monthly basis and meet weekly with their direct supervisor(s).
- The AUM will assume overall responsibility for all events in the Union when working extra shifts during times outside the regular operational hours of the Union (i.e. Late Night Parties, early opens for major campus wide events). This includes securing the Union for closing by inspecting and locking every room, gate, and exit; and preparing the Union for opening by unlocking exits and gates and any necessary room. Working these extra shifts would be above and beyond the required 10 hours per week.
- The AUM will assist in supervising the Campus Life student employee staff, including participation in the interviewing, hiring, training, and evaluation of student employees.
- Assist Campus Life with planning and implementation of College-sponsored programs, including but not limited to Welcome Week, Homecoming Weekend, Family Weekend, Open Houses, SOAR sessions, and Commencement. Participation in these events will be determined through consultation with the Director of Campus Life.
- Complete group projects as assigned by Campus Life staff that will address a need in the Seymour College Union (i.e. community building, programming, policies and procedures)

Assistant Union Manager for Programming Responsibilities:

1. Report to the Union Manager for Programming and meet weekly.
2. Plan, implement, and evaluate one of three areas of programming for the Campus Life: Thursdays in the Café series, Gallery Lounge & Gameroom programming, or Day Time Programming.
3. Provide direction and oversight to a minimum of one program per week.
4. Collaborate with the Union Manager for Programming to gather formal student input regarding programming in the Union once per semester.

Assistant Union Manager for Inventory and Operations Responsibilities:

1. Report to the Union Manager for Inventory and Operations and meet weekly.
2. Provide direction and oversight to the AV Tech Crew, including the hiring, training, and evaluation of staff.
3. Create the monthly AV Tech Crew employee schedule, communicating all needs, assignments, and changes to all crew members, Union Manager for Inventory and Operations, Graduate Assistant for Building Operations, and Assistant Director of Campus Life.
4. Provide direction and oversight of AV set ups a minimum of one night per week.

Qualifications

- Matriculated College at Brockport student, having completed a minimum of 12 credit hours, and possess and maintain a minimum GPA of 2.5
- In good disciplinary standing with the College at Brockport student conduct system
- Desire to work with faculty, staff, and students, develop supervisory experience and increase leadership skills
- Demonstrate the ability to work in a fast paced environment both independently and as part of a team
- Commitment to the College at Brockport and Campus Life
- Must be willing to live on campus

Preferred Qualifications

- Worked as a student employee for Campus Life for at least one semester

Compensation

- \$8.50 per hour

Application Process

- Attendance at one Union Manager Information Session is highly encouraged
- Submit a cover letter, resume, and completed application sheet
- 2 Recommendation Forms
- All application available beginning February 7, 2011

Seymour College Union Manager Application Sheet

Basic Information

Name: _____

Banner ID: _____

Local Address: _____

E-mail: _____

Local Phone #: _____

Cumulative GPA: _____

Major: _____

Class Standing: Freshman Sophomore Junior Senior

Campus Involvement

Please list any current leadership positions, co-curricular involvement, community involvement, or volunteer activities.

Written Communication

Please answer the following questions on a separate sheet of paper. Please limit your response to each question to one page.

1. Why do you want to be a Union Manager?
2. Please describe the skills and attributes you possess that will lead to being a successful Union Manager. How will these skills benefit a team?
3. Please describe your idea of a successful supervisor. (i.e. What are their qualities? How do they interact with their staff?)
4. What is the role of the Union on a college campus?
5. Please describe two things you would describe as strengths of the Seymour College Union and two things you would describe as challenges of the Seymour College Union.

Application Material

A complete application includes:

- Application Sheet
- Cover Letter
- Resume
- 2 Recommendation Forms

All application material is due by Friday, March 25, 2011 at Noon to:

Campus Life

Attn: Lisa Johnson

203 Seymour College Union

My application is complete, is my own work, and is a truthful representation of my experience and abilities. By signing below, I give permission to the Campus Life staff to check my academic and disciplinary standing with the College at Brockport. I understand that this is only an application for employment and no promise of employment is conferred with the completion of this application.

Signature: _____ Date: _____