

ASSOCIATED  
**STUDENTS**



**Department:** AS Sport Clubs

**Title:** Sport Club Building Manager Supervisor

**Duties:** Oversee Sport Club Building Managers. Responsible for enforcing proper procedures for opening and closing of facilities, collecting and submitting paperwork including nightly reports, maintaining fully stocked first aid kits, and reporting incidents and/or policy breaches. Maintain appearance and organization of building manager office, C-train, and other program storage areas. Assist Sport Club Manager and Coordinator with events, competitions, and trainings, act as liaison between Athletic Training Staff, Building Managers and Sport Club participants. Communicates and collaborates with Sport Club Office supervisor and/or graduate assistant(s). Reports to Sport Club Manager and Coordinator.

**Qualifications:** Must have American Red Cross certification in First Aid, CPR and AED. Must be a currently enrolled CSUN student. Must be organized, responsible, possess strong leadership skills, have good time management, written and oral communication and customer service skills. Minimum one semester Sport Club Building Manager experience. Should be able to commit at least one year to the position.

**Hours:** 15-20 hrs/ week

**Classification:** III

**Salary Range:** \$17.04 to \$18.00

**Wage:** \$17.04

**Desired Major(s):** Kinesiology, Recreation and Tourism Management, Business, Communications, or other related field

**Desired Class Level(s):** Any