

Position Description

Department: Associated Students Sport Clubs

Job Title: Building Manager

Position Overview: Directly oversees the daily operations of the Sport Clubs Program, including the supervision of students and tasks related to overseeing practices, events and completion of administrative tasks in the Sport Clubs Office.

Duties: Reporting to the Building Manager Supervisor, the Building Manager will manage Sport Club practices and events, participants and facilities in use. Responsibilities include checking in participants, ensure the safety of participants, security of the facilities and reporting of any incidents that occur.

Qualifications: Must be currently enrolled as a CSUN student. Must have American Red Cross certification in First Aid, CPR and AED or be willing to obtain upon hiring. Desired skills include organization, punctual and good time management, and communication and customer service skills. Please specify any relevant recreation or sport related experience on application.

Hours: up to 20 hours per week (mostly nights and weekends)

Classification: II

Salary Range: \$16.54-\$17.50/hour

Wage: \$16.54/hour

Desired Major(s): Recreation, Tourism, and Hospitality; Kinesiology;
Business/Management

Desired Class Level(s): Any