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| Student Center, Building Manager | 50        | **Duties and Responsibilities:**  
  ▪ Manages Student Center facility on nights and weekends.  
  ▪ Oversee events in the Student Center and insure compliance with Student Center policies and regulations, including managing room set-up and audio-visual needs.  
  ▪ Knowledge of building policies, procedures and rates.  
  ▪ Communicate with Campus Security about safety issues in the facility.  
  ▪ Supervise general building usage and report the event attendance and public access usage, as well building and equipment maintenance needs.  
  ▪ Assisting with conferences and camps as needed.  
  
  Building Managers must be highly motivated with the ability to work both independently and with groups. Additionally, dependability and a significant sense of personal responsibility are required. Building Managers must demonstrate leadership, as well as, strong interpersonal and communication skills to provide excellent customer service to students, the campus community, entertainers, and the general public.  
  | 2 Positions available.  
  1 position for summer 2022 with possibility of extension  
  1 position for Fall 2022 with possibility of extension | To apply, please forward a complete application packet containing:  
  1) a letter of interest  
  2) a current resume  
  3) the names, addresses and phone numbers of three references to:  
  Student Center  
  Attn: Jasmin Valadez  
  2nd Floor, Student Center, Conference and Scheduling Services  
  Mail Code 6705  
  Southern Illinois University Carbondale  
  1255 Lincoln Drive  
  Carbondale, IL 62901-4428.  
  Electronic submissions may be submitted to jasmin.valadez@siu.edu | Thursday March 31, 2022 | 2 |