Oglesby Union Guest Services

Oglesby Union Guest Services is currently seeking applicants for the position of Building Manager Trainee. The trainee will work in and learn about all aspects of Guest Services operation during the first semester of hire. At the end of the first semester, the trainee will become eligible to receive a promotion to building manager dependent upon how many building managers are needed at the time and on job performance.

Interviewing for this position will take place during the weeks of November 9th through December 4th (until all positions are filled). Guest Services will be hiring up to 10 people to fill these openings with a start date of January 6th, 2016. If hired, candidates can expect to work 15-29 hours per week. Compensation is the hourly minimum wage.

Duties include:

- Management of audio-visual system at events scheduled in the Oglesby Union spaces.
- Assist with operations by answering questions related to space requests and routing questions to the correct professional staff member when additional assistance is needed.
- Must be familiar with the Guest Services Terms & Conditions, rates, and VEMS space reservations system. More information can be found on the guest services website (http://union.fsu.edu/guestservices/).
- Assist with Guest Services banner process by keeping the log book current.
- Must keep Lost & Found current by properly logging, storing, and expiring items.
- Complete daily event setups including technical requirements, furniture, and equipment.
- Assist with daily event management to include unlocking meeting rooms, checking out.
- Inspect all equipment for proper functioning before setting up in a meeting room.
- Maintain orderly appearance in all storage areas and conduct regular inventory of setup equipment.
- Communicate with custodial staff in order to maintain a clean facility.
- Perform opening and closing procedures as required.
- Become familiar with web resources including Dropbox account, WhenToWork scheduling, Blackboard group, online time reporting, and Lost & Found online database. Interact with clients in a professional manner that reflects the values of Oglesby Union and Florida State University.
- Attend all Guest Services Staff Meetings and Training Workshops.
- Engage in duties otherwise assigned by the building manager or professional staff on duty.
Qualifications

- A high school diploma or equivalency and at least 1 year of prior employment services with excellent working knowledge of audio-visual equipment including maintenance of sound boards, laptops, data projectors, Apple products (com adapters), and lighting controls.
- Full-time student in good academic standing at Florida State University with at
- Must be available and willing to work evenings, weekends, and during semesters.
- The Oglesby Union is a year-round operation. To be considered, applicants must be working during summer Orientation (May 16-June 24, 2016) and Seminole Sen (August 20-27, 2016).
- Must be willing and able to also work morning shifts (as early as 7:30am) when punctuality is a must.
- Must be able to lift at least 30 lbs and meet the physical demands of the job.
- Must be willing and able to work in a team and be adaptable to rapidly changing new information.
- Ability to identify and properly use any necessary audio-visual cords and accessories: microphone XLR, VGA, HDMI, 1/8* and 1/4* auxiliary cords, unique Mac connectors.
- Preferred
- Priority will be given to candidates with the following preferred qualifications: Demonstrated work/volunteer/intern experience in the areas of hospitality management, customer service, and facility & event management.
- Helpful
- Must be punctual!

Contact Info

Trinity Gonzalez
tjgonzalez@fsu.edu
(850) 645-0430

Anticipated Salary Range

$8.05 per hour

Schedule

15-29 hours per week

How To Apply

If qualified and interested in a specific job opening as advertised, apply to Florida State University at https://jobs.fsu.edu. Applicants are required to complete the online application with all applicable information. Applications must include all work history up to date and all education details even if attaching a resume.
This position is being advertised as open until filled.

**Affordable Care Act**

OPS employees are covered under the Affordable Care Act. OPS employees will meet the criteria will be offered affordable health care coverage. For more information, please visit the Affordable Care Act website at [http://hr.fsu.edu/?page=benefits/insurance/insurance_home&ops=1](http://hr.fsu.edu/?page=benefits/insurance/insurance_home&ops=1).

**Tobacco Free Campus**

Effective January 1, 2014, tobacco use, including simulated tobacco use, is prohibited on all Florida State University property, interior and exterior, owned or managed by Florida State University. The Tobacco Free Campus policy applies to all Florida State University students, employees, consultants, contractors and external individuals.

**Equal Employment Opportunity**

An Equal Opportunity/Access/Affirmative Action/Pro Disabled & Veteran Employer

FSU's Equal Opportunity Statement can be viewed at: [http://www.hr.fsu.edu/PDF/Publications/diversity/EEO_Statement.pdf](http://www.hr.fsu.edu/PDF/Publications/diversity/EEO_Statement.pdf)