

STUDENT BUILDING COORDINATOR

Job Description

\$15.45/HOUR – ONE YEAR COMMITMENT REQUIRED – 19.5 HOURS PER WEEK
(September 2018 - June 2019)

The Kelly Ethnic Cultural Center

In support of the University of Washington goals, the Kelly Ethnic Cultural Center (Kelly ECC) promotes an inclusive and educational environment by providing programs and services which enhance the communication and exchange of multicultural perspectives and values. The ECC provides programs and a learning environment where students and student organizations collaborate, develop, and implement programs while building leadership and organizational skills.

Duties and Responsibilities

The Kelly Ethnic Cultural Center **Student Building Coordinator** provides crucial support for the professional staff by assisting with the coordination of daily operations of the Kelly ECC facility during specified working hours. Duties include scheduling, customer service support, assistance in the reservations process, basic operation of Kelly ECC and theater facilities and the setup and teardown of conference room furniture and equipment for programs, events, and activities. The Student Building Coordinator must be available to work evenings and weekends. They will also assist the professional staff with special projects for this office.

The Student Building Coordinator position will consist of 19.5 regularly scheduled hours each week, which may include work in the morning, afternoon or evening, based on the needs of the reservations area and the student's academic schedule, and will include occasional weekend work. This position will also assist the Kelly ECC Staff with special projects at the center.

Duties Include:

- Assisting the Assistant Director and Facility Operations Team with daily operations of the Kelly ECC facilities
- Assist in the reservation process for student, department, and off-campus clients
- Oversee Kelly ECC facility and coordinate building operations during evening and weekend hours
- Assist in the coordination of scheduling the event and operations team
- Setting up and breaking down rental spaces (conference rooms, kitchens, outdoor and common spaces) for reservations according to daily schedule(s) created by the Reservations Team.
- Oversee and enforce Equipment Check-out policies and procedures and report all equipment use to the Welcome Desk
- Oversee and assist groups with the usage of A/V equipment within the facilities
- Communication and enforcement of Kelly ECC policies, procedures, and processes

- Facility maintenance including cleaning, recycling, updating bulletin boards, clipboards and fliers and maintaining general use areas including the conference rooms, kitchens, computer lab, and student lounge for clean and safe use
- Attend mandatory training sessions (including New Employee Orientation, operation trainings, health & safety trainings, etc.)
- Attend quarterly student staff meetings as arranged by the supervisor
- Other duties as assigned by supervisor related to the operation of the office, including special projects

Minimum Qualifications Required

- Flexibility in work schedule (but not conflicting with scholastic schedules)
- Reliability: arriving to work on time and ability to work without direct supervision
- Ability to work independently and adhere to deadlines
- Strong customer service orientation and professional demeanor
- Strong organizational skills, detail-oriented and efficiency-driven
- Ability to prioritize work load and plan an effective daily routine
- Ability to communicate effectively, written and oral
- Ability to understand and communicate policies and procedures to students and visitors
- Ability to lift 10-20 lbs of weight, ability to carry 5-10 lbs of weight
- Available to work evenings and weekends a must
- Knowledge of Microsoft Office applications (word, excel, PowerPoint, etc.)
- Some knowledge of PC and Macintosh computers and printers
- Ability to learn facility maintenance procedures, troubleshooting skills, technical and theatre procedures and software programs
- Desire to work and learn in a multicultural environment

Reports to: Assistant Director

Educational Benefits

The Student Building Coordinator will have the opportunity to develop critical-thinking and problem solving skills, enhance customer service abilities and become familiar with a broad range of software programs and audiovisual equipment. This person will also be able to develop organizational, managerial, logistical and communication skills by interacting with students, staff, and faculty, and the general public in a multicultural environment.

To Apply:

Each applicant must submit an application, a letter of interest, and resume. Applicants will be screened and interviews will be conducted by the Kelly ECC staff. The letter of interest should include why the applicant is interested in the position; provide examples that support and address the applicant's experiences and/or goals that have led them to this opportunity and provide specific examples from their current and/or previous activities (employment, life experiences, coursework, volunteer, teaching experience, etc.).

Send all application material to Min Su Park, [msp11@uw.edu](mailto:mSP11@uw.edu), or drop them off at the Samuel E. Kelly Ethnic Cultural Center: 3931 Brooklyn Ave NE, Seattle, WA 98105

The University of Washington reaffirms its policy of equal opportunity regardless of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam-era veteran in accordance with University of Washington policy and applicable federal and state statutes and regulations. The University of Washington is committed to providing access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities.

The Samuel E. Kelly Ethnic Cultural Center values having an inclusive work place that encourages and highlights diversity of thoughts, experiences and staff. We seek applicants with varied backgrounds, experiences, abilities and skills to join our team. We encourage all aspects of diverse applicants to apply. The University of Washington is an equal opportunity, affirmative action employer.

For information or to request disability accommodation contact:

Disabled Students Services (Seattle campus) at Phone: 206-543-6450, Fax: 206-685-7264 or e-mail at dso@uw.edu. You can also visit the site at <http://hr.uw.edu/dso/>.