CENTER MANAGER

POSITION DETAILS

DESCRIPTION

Center Managers (CMs) are responsible for the effective operation and communication of the Norris University Center and its departments. The Center Manager is a representative of the administrative staff of the Norris Center on evenings and weekends and represents the center at all times while on duty. It is a position that comes with much responsibility, accountability, flexibility, and a high level of trust.

HUMAN RESOURCES DETAILS

Shifts: 8-12 hours/week • Mornings, evenings, and weekends
Starting Wage: $15/hour for 2020-2021 academic year
Reports To: Operations Manager

ESSENTIAL FUNCTIONS

Center Manager duties include opening and closing operations, conducting routine building inspections, checking for normal department operations, working with clients and guests to ensure all building polices are being followed, noting suspicious behavior, vandalism, theft, fire, and illness, and responding appropriately. The position entails working closely with all departments of the Norris Center, including Norris Events Planning and Production Staff to schedule room layout and audio visual turnover, special needs, and setup verification with clients; the Cashier’s Office to coordinate off-hours cash funds between the cashier and student groups; and the Center Desk to respond to client needs. CMs are also responsible checking packages in and out to clients.

CM responsibilities include attending one bi-weekly CM team meeting and bi-weekly 1:1s with the Operations Manager. Each CM must participate in two paid trainings, in September and January; be subject to quarterly reviews by the Operations Manager; complete a Mid-year and End of Year evaluation; and attend regular staff development and advancement opportunities throughout the academic year. New Center Managers are also required to attend an 8-week training course during Spring Quarter 2020, the timing of which will be scheduled around the group’s availability.

MINIMUM SKILLS AND QUALIFICATIONS

Current Northwestern University undergraduate student
Fine attention to detail, professionalism, dependability, and communication skills
Exceptional decision making skills
Proven leadership qualities and an interest in furthering those qualities
Ability to work independently
Previous experience at Norris Center and in customer service is strongly preferred but not required
Work-Study eligibility is strongly preferred, but not required