

**Position Title:** Campus Center Manager

**Supervisor Name:** Elizabeth DiCicco

**Supervisor Title:** Director of Student Activities and Programs

**Department:** Student Activities and Programs

**Number of Openings:** 2

**Hours per Week:** 5 Hours

**Hourly Rate or Salary:** \$1,200/academic year

**Position Duties & Description:**

- Maintain electronic bulletin board on TV at Kennedy Info Desk
- Post flyers as needed within Kennedy Lobby and keep large posters organized
- Maintain Commuter Cafe' space (clean, stock kitchen supplies, clean, trash, etc)
- Sign up students for trips (maintain Google Drive sign up sheets) including travel waiver forms and checks
- Sell Discounted Movie Tickets and provide deposit forms, etc.
- Provide directions for visitors on campus
- Maintain good relationship with Public Safety Officers
- Keep some information shared by the Director confidential
- Create flyers and signs as needed for upcoming Info Desk programs
- Maintain regular office hours
- Manage Info Desk Employees
- Develop and maintain weekly employee Info Desk Work Schedule
- Provide Director feedback on Info Desk employee's performance
- Data entry as assigned
- Plan and implement programs with other student employees
- Meet weekly with the Director of Student Activities and Programs
- Other duties as assigned

**Qualifications:**

- Ability to express self effectively in oral and written communication.
- Ability to work effectively with students, faculty, staff and the public.
- Experience with office procedures helpful

**Leadership Responsibilities:**

- Attendance and participation in the 2017 – 2018 Leadership Selection Process including interviews and Group Process Day if required by their position
- Must remain in good academic and disciplinary standing
- Uphold and abide by the policies and procedures of the MassArt Student Handbook
- Check MassArt e-mail at least once per day, during the academic year