

**Building Monitor, Rota Campus  
Embry-Riddle Aeronautical University**

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Posted Jul. 11, 2019, expired Nov. 10, 2019

**Job Title** Building Monitor, Rota Campus

**Department**

**Institution** Embry-Riddle Aeronautical University  
Rota, Florida

**Date Posted** Jul. 11, 2019

**Application** Open until filled

**Deadline**

**Position Start** Available immediately

**Date**

**Job Categories** Classified Staff

**Academic Field(s)** Facilities/Maintenance/Transportation

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**Job Description**

Embry-Riddle Aeronautical University (ERAU) is in search of a responsible and reliable Building Monitor for the Rota Campus. Building Monitors are responsible for the opening and closing of military education center classrooms for ERAU use in the morning, evening and on the weekend, as appropriate. Building monitors are responsible for the safekeeping education center and ERAU owned classroom support equipment.

**Job Responsibilities Include:**

Opening, closing and securing all facilities used by education customers.

Set up classroom(s) as required e.g., adding, removing and arranging furniture as needed.

Issue learning aids as required and inspect such equipment for serviceability prior to and after use.

Monitor proper use and safeguarding of all school and education property and equipment. Report

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abuse, damage and malfunctions to the education center personnel.

Maintain responsibility for overall facility and property management during each session. Ensure compliance with all safety, fire, and security rules and regulations. Monitor building and grounds for security. Notify the Security Police, and/or Fire Department of violations or discrepancies. Notify Civil Engineering at once when emergency work orders are needed.

Direct students and faculty members to assigned classrooms. Monitor hallways, break areas, off-site classrooms, and surrounding grounds to minimize any potential disruption to academic activities.

### Qualifications

#### Required Qualifications:

(0-1) years of work related experience

Must be in possession of a valid installation-entry pass and/or US Government identification card. Such pass is not provided by ERAU.

#### Required Skills, Knowledge and Abilities

Ability to read and comprehend instructions, write information, and complete simple forms.

High school (or GED) level ability in spelling, grammar, basic composition, and math.

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact