

## Part Time Building Supervisor Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=239690>

Downloaded On: Jul. 22, 2024 7:20pm

Posted Jul. 18, 2024, set to expire Nov. 9, 2024

<b>Job Title</b>	Part Time Building Supervisor
<b>Department</b>	Athletics Operations
<b>Institution</b>	Worcester Polytechnic Institute Worcester, Massachusetts
<b>Date Posted</b>	Jul. 18, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Part-Time/Temporary Staff
<b>Academic Field(s)</b>	Facilities/Maintenance/Transportation Athletics and Recreation Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5427093">https://apptrkr.com/5427093</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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### **JOB TITLE**

Part Time Building Supervisor

### **LOCATION**

Worcester

### **DEPARTMENT NAME**

Athletics Operations - JM

### **DIVISION NAME**

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Worcester Polytechnic Institute - WPI

### **JOB DESCRIPTION SUMMARY**

Provide weekend supervision and support of student staff for the Sports and Recreation Center in the absence of the PERA (Physical Education, Recreation, and Athletics) department professional staff.

### **JOB DESCRIPTION**

- Responsible for all aspects of the operations, safety and customer service of the Sports and Recreation Center.
- Be a visible, welcoming representation of the PERA department to our weekend users, including rental and special events.
- Ability to respond to and understand the protocol for handling medical emergencies.
- Responsible for assisting the set-up, maintenance, and clean-up for all campus wide special events and rentals (i.e. Athletic events, Career Fairs, Open Houses).
- Oversee communications in all forms; answering phones, taking messages, fielding questions from students, faculty, administration, staff, alumni, and people from outside of campus.
- Assist in coordinating all mandatory in-service trainings and workshops annually and per term for student employees.
- Participate in maintenance management of all PERA facilities.
- Must be punctual and able to work any and all weekend shifts when scheduled.
- Supervise Control Desk student workers and delegate tasks.
- Supervise Intercollegiate Club Sports home contests.
- Exhibit competence in all aspects of Recreational Sports programming, policies and procedures with the ability to communicate these policies to our users.
- Assist in processing memberships, locker rentals and renewals.
- Update the WPI community on building updates (feature wall, signage, and scheduling).
- Perform other duties as assigned.

### **REQUIREMENTS:**

- Excellent written and verbal communication skills as well as attention to detail required
- Ability to work independently as well as part of a team is expected
- Ability to work weekends
- Attend Bi-Weekly Meetings
- Certified, or able to be certified in CPR and First Aid required
- Criminal Background Check



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### **FLSA STATUS**

United States of America (Non-Exempt)

**WPI is an Equal Opportunity Employer that actively seeks to increase the diversity of its workplace. All qualified candidates will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability. It seeks individuals with diverse backgrounds and experiences who will contribute to a culture of creativity, collaboration, inclusion, problem solving, innovation, high performance, and change making. It is committed to maintaining a campus environment free of harassment and discrimination.**

**To apply, visit:** [https://wpi.wd5.myworkdayjobs.com/en-US/WPI\\_External\\_Career\\_Site/job/Worcester/Part-Time-Building-Supervisor\\_R0002494](https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Part-Time-Building-Supervisor_R0002494)

### **About WPI**

WPI is a vibrant, active, and diverse community of extraordinary students, world-renowned faculty, and state of the art research facilities. At WPI, we have competitive and comprehensive benefits, including health insurance, long-term care, retirement, tuition assistance, flexible spending accounts, work-life balance and much more.

### **Diversity & Inclusion at WPI**

WPI is committed to creating an inclusive workplace where everyone feels valued and respected; a place where every student, faculty and staff member can be themselves, so that they can study, live, and work comfortably, to reach their full potential, and make meaningful contributions in order to meet departmental and institutional goals. WPI thrives on innovative practice and welcomes diverse perspectives, insight, and people from diverse lived experiences, to enhance the community environment and propel the institution to the next level in a competitive, global marketplace.

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### **Contact Information**

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

### **Contact**

N/A

Worcester Polytechnic Institute

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