

Part Time Building Supervisor
Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=259427>

Downloaded On: Jul. 12, 2025 10:03am

Posted Jul. 8, 2025, set to expire Nov. 4, 2025

Job Title Part Time Building Supervisor
Department Physical Education, Recreation & Athletics - PERA - JM
Institution Worcester Polytechnic Institute
Worcester, Massachusetts

Date Posted Jul. 8, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Part-Time/Temporary Staff

Academic Field(s) Facilities/Maintenance/Transportation

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Job Description

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JOB TITLE

Part Time Building Supervisor

LOCATION

Worcester

DEPARTMENT NAME

Physical Education, Recreation & Athletics - PERA - JM

DIVISION NAME

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Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

Provide evening/weekend supervision and support for student staff at 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 operations, safety, and customer service at the Sports and Recreation Center.
- Be a visible, welcoming representative of the PERA department to our weekend users, including rentals and special events.
- Ability to respond to and understand the protocol for handling medical emergencies.
- Responsible for assisting with the setup, maintenance, and cleanup for all campus-wide special events and rentals (e.g., athletic events, career fairs, open houses).
- Oversee communications in all forms: answering phones, taking messages, fielding questions from students, faculty, administration, staff, alumni, and external visitors.
- 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.

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- Certified, or able to be certified, in CPR and First Aid required.
- Criminal background check.

FLSA STATUS

United States of America (Non-Exempt)

WPI is an Equal Opportunity Employer. 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 from all 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_R0003153

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.

Contact Information

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

Contact

N/A

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