



# Student Position Announcement Central Michigan University University Recreation

## Mission

The mission of University Recreation (UREc) is to provide outstanding recreation, leisure and wellness programs, services and facilities for students, faculty and staff of Central Michigan University (CMU) and other members and guests. The staff is dedicated to providing these experiences in a safe environment that promotes healthy lifestyles, values diversity, and contributes to co-curricular learning and leadership opportunities through effective utilization of resources.

*Our staff members are the source of our strength and the key to the successful fulfillment of our mission.*

**Not just a  
job ...  
it's an  
experience!**

[www.sac.cmich.edu](http://www.sac.cmich.edu)

## Position

UC Student Manager

## Responsibilities

*Position Overview: The student building manager is responsible for all building operations and facilities in the absence of the building manager.*

Duties included but not limited to:

### Major Duties:

Student Building Manager's specific responsibilities include: supervising public areas, locking/unlocking meeting rooms at scheduled times, maintaining building security, enforcing University Center rules and regulations, handling daily cash tills, setting up rooms (tables, chairs, etc.) and setup of audio/visual equipment.

### Minor Duties:

You must be able to work independently, enjoy working with a diverse number of individuals, have strong communication skills, leadership abilities, and exhibit excellent customer service

## Qualifications

Candidates will need a minimum cumulative GPA of 2.50; willingness to accept responsibility; well groomed, neat, clean, and organized; possess computer knowledge; ability to work as part of a team.

## Certifications Requirement

Adult, Child and Infant CPR and Standard First Aid (American Red Cross – preferred); Right to Know training (required once a position is offered)

## To Apply

Interested and qualified individuals should complete an on-line **employment application and submit a résumé**: Please direct any questions to the Sr. Assistant Director of Student Personnel (989) 774-3686, email [urechr@cmich.edu](mailto:urechr@cmich.edu)

CMU, an AA/EEO institution, strongly and actively strives to increase diversity within its community ([www.cmich.edu/aaeo](http://www.cmich.edu/aaeo)).