Mesa Court Center Managers

The Center Manager team hires and trains a group of 40 Center Attendants. Managers’ duties include:

- supervising Center attendant staff
- co-leading and creating agendas for the weekly Center Attendant meetings
- developing quarterly and finals week work schedules, overseeing all shift trades and/or scheduling conflicts
- conducting supervisee performance evaluations
- implementing policies and procedures, and dealing with staff and/or resident conflicts when needed

Managers are responsible for overseeing the day to day operations of their assigned public facility. This includes:

- keeping up with resident needs and/or requests, tracking the inventory of the facility
- recording usage reports and weekly reports
- other ad hoc assignments as needed

Each public facility is unique and will have different responsibilities in addition to those mentioned above. Additionally, all managers will be responsible for meeting with their direct supervisor for bi-weekly one-on-one’s and attend the weekly manager and center attendant team meetings. Expectations of hours worked per week will fall between 16 and 19.5 hours during the academic year and up to 40 hours during the summer. Hours are subject to change throughout the year during peak and non-peak times.