Mesa Court Center Manager Job Descriptions
4 positions available

The Mesa Court Center Managers will work in conjunction with Mesa Court Professional and Student Staff to ensure the upkeep, maintenance and services of the four Mesa Court public facilities. These facilities consist of the Mesa Court Housing Office, Mailroom (which includes study spaces and the Leadership Office), Community Center (which includes the MPR) and the Recreation/Fitness Center.

The Manager team, along with their supervisor recruits, hires and trains a group of 40 Center Attendants. During spring 2020, 30 Center Attendants will be hired. Summer of 2020, 10 additional Center Attendants (primarily incoming first year students) will be hired to complete the team of 40. Managers will work together throughout the academic year to co-supervise the Center Attendants and establish a strong team. Managers’ duties include: 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 and other ad hoc assignments as needed. Additionally, all managers will be responsible for meeting with their direct supervisor for bi-weekly one-on-one’s and attend the weekly manager team meeting. 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.

Summer training will begin around August 17, 2020 and will consist of a one week training with Professional Staff to learn the expectations of the position. Beginning approximately August 24th through September 4th, each manager will spend these two weeks preparing their assigned public facility and organize all Center Attendant training materials. Managers will also attend a series of trainings alongside the Center Attendant team as well as together with the full UCI Housing staff. It is mandatory to be present during all trainings, which start approximately August 17, 2020 and end approximately September 25, 2020.

Managers will assist with the preparation of the 2020-2021 resident move-in weekend and assist with any additional summer projects as needed. Managers are expected to be available to assist move-in weekend and Celebrate UCI. Managers who are non-graduating seniors will be required to continue their employment beyond graduation to assist with resident move out in June 2021. This position has the potential for continued employment through summer 2020 to assist Professional Staff in office operations and in supervising the summer Center Attendant staff. This summer position will be offered to one manager. The hours for the summer position are between 10-20 hours per week, depending on the offices’ needs.

Managers are expected to hold 12 units at all times as well as hold a minimum of 16 total office hours per week within their respective public facility. The maximum working time is 19.5 hours per week during peak times. Managers may only hold one position within UC Irvine during their employment with student housing.

- Job descriptions provide a general scope of the position. Additional tasks may be added to the each position throughout the year.

Summer Training:

- All Managers must be available for training August 17th – August 21st for the entire week equivalent to 40 hours.
- All Managers must also be available to work August 24th – September 4th a minimum of 20 hours, maximum of 40 hours depending on the amount of work.
- All Managers must be able to work September 8th – September 27th for all housing training and move in weekend.

Mandatory Requirement of this position: Managers must be available for Center Attendant mandatory meeting – every Wednesday from 4-5pm as well as the mandatory Manager meeting every Monday, time to be determined week 1 of fall quarter. No meetings will be held during any of the finals weeks throughout the academic year.

Wages: $15.25 paid bi-weekly by check or direct deposit. Pay increases to $16.25 January 2021.

Start of Employment: August 17, 2020   End of Employment: June 12, 2021
In order to be considered for the Center Manager position, you must:

- Have demonstrated leadership and customer service experience.
- Have the ability to work independently, take initiative, and be proactive.
- Work well within a team, demonstrate flexibility, communicate effectively, and show attention to detail.
- Strong administrative, organizational and time management skills.
- Have good decision-making skills.
- Be able to adapt to change.
- Not required, but would like someone who has experience supervising or leading a group of peers.

COMMUNITY CENTER MANAGER

The Mesa Court Community Center Manager is responsible for four main tasks including operational tasks, supervisory tasks, event/equipment reservations and oversight of the study spaces within the Community Center, Wellness Room, Multipurpose Room and kitchen. Operational tasks include: providing daily troubleshoot support for systems in the center (printer, computers, WEPA print station, and all equipment), ensuring the center is adequately stocked with office supplies, conducting quarterly usage reports for the center, and attending weekly manager meetings. Event and equipment duties include performing a weekly inventory of all equipment stored in the center, maintaining a working knowledge of the functions and procedures of all equipment (ex. popcorn machine, cotton candy machine and speakers) and maintaining oversight of Mesa Court’s calendar of events. Supervisory tasks include the preparation for Center Attendant staff meetings, completion of quarterly performance evaluations for Center Attendants, and the interviewing, hiring, and selection process of the CA team. The Community Center Manager is responsible for updating Center Attendant shift trades in the scheduling system and reviewing grades and unit requirements. The manager will update the Community Center manual, prepare the center for new residents and conduct summer training for incoming Center Attendants. The position will oversee and train new staff on all equipment, room set-ups, and room reservation policies and procedures. Other duties may be assigned by the direct supervisor if deemed appropriate.

HOUSING OFFICE CENTER MANAGER

The Mesa Court Housing Office Center Manager is responsible for overseeing assigned administrative duties of the Mesa Court Housing Office. The Housing Office Center Manager will assist Mesa Court Professional Staff with clerical duties such as coordinating office mail delivery, overseeing reservations for the table tents for different campus resources, organizing conference room reservation schedules, keeping record of lost and found items and procedures, updating materials and flyers for campus resources, and maintaining and ordering office supplies. The manager will also work directly with the business manager in processing expenses and/or filing of documents according to the expense ledgers. The Housing Office Center Manager will supervise and serve as a resource to the Center Attendants working at the front desk, assisting them with questions or problems as they arise. Other responsibilities include scheduling the Center Attendants shifts and implementing Center Attendant-related projects. This position helps with the logistics of opening and closing of the residence halls. Prior to holiday breaks the manager is responsible for updating and distributing closing flyers. The position will also be responsible for updating the Housing Office Front Desk manual and assisting Professional and Student Staff with key issues and inventories from the end of the academic year. The Housing Office Center Manager will oversee the online work order system (TMA) and troubleshoot any issues that arise from the opening or closing of work orders, generating reports, and other TMA related duties with Professional and Maintenance/Operations staff. The Housing Office Center Manager will also assist with key-related tasks and use the KeyTrak and the card key system. The position is responsible for staff scheduling and. Summer duties include, but are not limited to, creating Fall Training binders and general training materials and preparing Fall Move-In forms and brochures. Other duties may be assigned by the direct supervisor if deemed appropriate.
MESA COURT MAILROOM MANAGER

The Mesa Court Mailroom Manager is responsible for overseeing the daily operations of the Mesa Court Mailroom. The Manager will oversee the mailroom attendant desk and the back office desk where packages will be delivered, staged and processed. The position will oversee U.S. mail and package distribution. The Mailroom Manager will problem-solve mailroom issues that arise. The Mailroom Manager will be in constant communication with residents when there are package or mail issues. The position will maintain the package database and will update resident contact information throughout the year. The manager will oversee the ordering of office supplies, as well as labels for the package program and package log inventory, and the overall well-being of the Mesa Court Mailroom. The Mailroom Manager will be responsible for tracking the usage of the facility by residents and marketing when hours change because of a closure for a holiday. The manager will be responsible for quarterly usage reports which are submitted to the direct supervisor for review. The position is responsible for updating Center Attendant shift trades in the scheduling system as well as reviewing grades and unit requirements. During the month of August, the Mailroom Manager will prepare the center and mailboxes for the incoming residents. The manager is responsible for overseeing the staff Leadership Room located next to the facility. The Mailroom Manager is also responsible for the inventory and upkeep of Artvark, where Student Staff poster and art supplies are kept. Summer duties include, but are not limited to, updating the Mesa Court Mailroom Manual, forwarding of all previous resident mail which takes place throughout the summer as well as delivery of Professional Staff mail as needed. Other duties may be assigned by the direct supervisor if deemed appropriate.

RECREATION/FITNESS CENTER MANAGER

The Recreation/Fitness Center Manager is responsible for overseeing the daily operations of the Rec and Fitness Center facilities. On the fitness side of the facility, the manager will oversee the upkeep of the equipment and is responsible for communicating to residents and Professional Staff when a machine is inoperable and unavailable to residents. The manager will be in charge of DVD rentals which includes periodic inventory checks, maintaining the inventory binder and maintaining an accurate log of check out procedures for staff. The Rec/Fitness Center Manager will oversee and maintain equipment requests for intramural sporting equipment rentals and will submit requests to purchase new items throughout the year. The manager is responsible for quarterly usage reports due to the direct supervisor for review. The position is responsible for updating Center Attendant shift trades in the scheduling system as well as reviewing grades and unit requirements. Other duties may be assigned by the direct supervisor if deemed appropriate.

Other requirements: To comply with the provisions of the Americans with Disabilities Act, specify the physical, mental and environmental conditions of the essential functions of the job by using these codes to complete the section below: “C” constantly; “F” frequently; “O” occasionally; “N” for not at all.

PHYSICAL: on the job for any of the above related job descriptions, employee must:

(O) bend (F) sit
(O) squat (F) stand
(N) crawl (F) walk
(N) climb (F) handle objects
(O) kneel (O) push/pull
(O) reach above shoulder level
(F) use fine finger movements
Must carry/lift/push loads of: (O) up to 25lbs (N) 25-50lbs (N) over 50lbs

MENTAL:
On the job the employee must be able to:
(F) Read/comprehend
(F) Write
(F) Perform calculations
(C) Communicate orally
(C) Reason and analyze