Night Supervisor, Student Center

Job Code 00007297

**General Description**
Responsible for overseeing the LBJ Student Center in the evenings, including supervision of technical crews.

**Examples of Duties**
- Recruit, interview, select, train and supervise technical student workers.
- Inspect all special equipment and furniture set-ups.
- Coordinate the staff and resources of the department during night time operations.
- Supervise the information and ticket office student employees.
- Maintain and update incident report.
- Assist in the resolution of problems raised by clients.
- Maintain inventory of A/V, lighting, and sound equipment.
- Make minor repairs and perform regular maintenance to A/V, lighting and sound equipment.
- Assist in budget preparation.
- Perform other duties as assigned.

**Knowledge, Skills, and Abilities**

**Knowledge of:** Facility layout and organization, of policies and procedures for correct usage of University property and resources; of basic math.

**Skill in:** Interpersonal communication and public relations, in mediating disputes; in preparing grammatically correct reports; in scheduling own work and the work of others; in supervising student employees.

**Ability to:** Prioritize workload and adjust work assignments as needed; to maintain inventory; to make minor repairs of A/V, lighting, sound, and related equipment; to operate small hand and power tools, to operate A/V, lighting and sound equipment.

**Experience and Education**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**
None.