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

Revised 09/25/2012