



Summer Programs Supervisor Job Posting

Brockport Auxiliary Service Corporation at the State University of New York College at Brockport is recruiting for the following position and invites applications from interested individuals.

Job Title: Supervisor, Summer Programs	Reports to: Summer Programs Manager	
Department: Conferences and Events	Pay Range: Grade 9	FLSA Status: Full Time, Summer Temp, Non-Exempt

Position Summary:

Responsible for assisting with all facets of summer programs, including providing a high level of event management services, supervising student manager staff, and delivering excellent customer service.

Essential Functions:

Summer Programs – 90%

- In conjunction with the Summer Programs Manager, oversees the student manager staff, including daily supervision, scheduling, training, and performance evaluations.
- Works with the Summer Programs Manager as a liaison for Conferences and Events in assuring accommodations for lodging, meals, event space, and other arrangements are provided for as specified in each contract.
- Develops a familiarity with each customer and has an understanding of their expectations.
- Plans and prepares for all aspects of assigned events to ensure a successful program for the attendees.
- Assists in overseeing the successful execution of operational functions including:
 - Manages rooming lists for overnight groups as necessary.
 - Ensures appropriate condition of rooms and residence halls before and after visitors arrive on campus; prepares and inspects residence halls and guests rooms prior to arrival and upon departure.
 - Assures all signage is in proper order (i.e.: room numbers, emergency evacuation signage, etc.).
 - Prepares event facilities for each camp/conference (i.e.: check for requested set up of spaces, make sure requested resources are ready and working).
 - Prepares and administers keys, meal cards, parking passes, internet passwords, and linen packages.
 - Oversees check-in and check-out for groups.
 - Create, set up, and maintain directional signage on campus for summer programs.
 - Provides overnight supervision of campus groups and shares on-call responsibilities with Summer Programs Assistants (on call 3-4 nights per week).
 - Assists with timely distribution of mail to conference guests.
 - Arranges for linen packages for groups as needed.
- Responsible for communicating and enforcing event policies.
- Assists with ensuring compliance with NYS Health Department, SUNY policies and regulations, and Government codes and regulations.
- Provides detail for summer programs billing as needed.

Additional Responsibilities – 10%

- May act on behalf of the Summer Programs Manager in his/her absence.
- Provides support with special projects as needed.
- Additional duties as required or requested.

Education and Training/Work Experience:

- Bachelor's Degree.
- Current or past Brockport Resident Assistant (RA) or Director (RD) preferred.
- Experience supervising/directing student staff in a student residential/24 hour setting preferred.
- Familiarity with Brockport residence halls and emergency procedures required.
- Experience with building key inventory management required.
- Must have knowledge of campus and community resources.
- Must have a valid driver's license.
- Background investigation required.

Physical Demands:

- Ability to lift/move 50 lbs.
- Good visual acuity for reading reports, computer work, etc.
- Ability to move around campus as necessary.

Licensure/Certification: None required.

Skills/Abilities/Expectations:

- Must have the ability to maintain a good working relationship with BASC/College staff, Conferences and Events staff, customers, residents and visitors.
- Employee is required to live on campus and be on call 3-4 nights per week.
- Qualified candidates must be able to work evenings, weekends, overnight on call, and holidays. Flexibility is required.
- Adept in the use of Microsoft Office Suite applications.
- Must have acute attention to detail. Work accuracy is essential.
- Excellent organization, planning, and management skills.
- Ability to work under pressure and in a fast paced environment. Anticipates and tracks critical dates, events and associated action items; to ensure that deadlines are met.
- Dependability in work attendance and performance. Punctuality is a necessity.
- Must be able to demonstrate attributes of both a team player and leader.
- Must possess an excellent customer service disposition.
- Exceptional verbal and written communication skills. Ability to interact with others in a professional manner in all situations.
- Must be goal-oriented, self-motivated to work independently and follow through, and able to problem solve.
- Exhibit excellent leadership capabilities.
- Ability to take direction and effectively complete tasks.
- Positive attitude, professional demeanor, and tidy appearance.

Work Environment:

Typical Office: Temperature changes by season, office equipment hazards, noise.

- Variable: Exposure to inclement weather.

Date Posted: 1/30/18

Applications will continue to be accepted until the position is filled.

Employment at Brockport Auxiliary Service Corporation is subject to the favorable result of a pre-employment background investigation.

Apply to:

BASC at The College at Brockport
Human Resource Office – Brockway Hall
350 New Campus Drive
Brockport, NY 14420

Electronic submissions may be sent to:

bascjobs@basc1.org

*Attachments must be in Microsoft Word, rich text format, or PDF file.

Contact Information:

Phone: (585) 395-2752

Fax: (585) 395-2663