

**Internal/External  
Building Coordinator  
(Permanent, Part-Time)**

The Simon Fraser Student Society (SFSS) is a not-for-profit organization that represents all Undergraduate Students at Simon Fraser University (SFU). The SFSS provides our members with a broad range of advocacy work, services, and events. The vision of the SFSS is students thriving everywhere and is realized through our support of students to reach their full potential- by providing resources and services that represent, connect and benefit our membership.

*The Simon Fraser Student Society is an equal opportunity employer.*

This is a part-time (up to 28 hours) permanent position and is included in the Canadian Union of Public Employees (CUPE) Local 3338-5 at a wage rate of \$32.96 per hour with additional benefits as defined in the Collective Agreement.

**Context:**

The SFSS is excited to open its brand new Student Union Building (SUB) in Fall of 2021. The SUB is a 113,000 square foot building located at the heart of SFU's Burnaby Mountain campus. Funded 100% by undergraduate students, the SUB will provide space for students to study, connect, and unwind. The building features lounges, meeting rooms, gas fireplaces, a community kitchen, offices, game areas, rehearsal rooms, study areas, and a ballroom, amongst other amenities.

**Working Relationship/Reporting Structure:**

The Building Coordinator reports to and takes direction from the Building Manager, the President (and the Operations Organizer). The Building Coordinator works closely with Member Services Coordinator (MSC), SFSS staff, Contractors, and SFU Facilities staff. The Building Coordinator and the MSC supervises and supports the work of the Building Assistants.

**Goal:** The Building Coordinator will be responsible for the day to day operations of the SUB. The Building Coordinator will also be tasked with requesting and monitoring custodial and facilities work.

**Duties & Responsibilities:**

- Routinely checks the building to ensure that furniture is in proper order, waste containers have been emptied, rooms are locked or unlocked appropriately, and that the building is operating as expected
- Proactively monitor the facility condition to ensure building standards and efficiencies are maintained

- Monitor and perform audits of the work carried out by facilities/custodial staff
- Facilitate all space bookings within the SUB
- Provide basic A/V troubleshooting and ad hoc event support
- Assume supervisory responsibility for SUB building whilst on shift, liaising directly with university staff and other externals when necessary
- First point of contact for maintenance requests or any concerns relating to the facility
- Escalatory point of contact for unusual requests/occurrences
- Opening/closing duties as determined by the Building Manager
- Maintain first aid records and supplies
- Adhere to and implement company policies and procedures
- Carry out building operations administration tasks including but not limited to: creating and maintaining the asset register, logging maintenance requests, collecting and collating departmental data, generating reports, etc.
- Liaise with Member Services Coordinator in supporting events
- Other duties as determined

### **Skills & Experience:**

- Grade 12 diploma required (post-secondary diploma in a related field is an asset)
- Up to date Occupational First Aid Level 2 certification (required)
- Up to date Crisis Management/ De-escalation certification (or equivalent) (required)
- Supervisory experience (required) in a unionized environment an asset
- Able to work independently or in a team with a firm understanding of SFSS and student culture required
- Highly organized and able to meet demands on time
- Strong interpersonal skills by being proactive in maintaining organizational communications and working relationships
- Ability to handle complaints, exercise mature judgement, initiative, diplomacy and tact
- Intermediate computer skills – competent in use of GSuite products required
- Previous experience working in a high volume events facility or similar operation as an asset

**Please send your documents as PDF files in [Collage](#). Applications must be received no later than 5:00 pm (PST) on August 4th, 2021. Hours of work may vary. Must be available to work days, evenings and weekends.**

*The SFSS is committed to making a sustained effort in recruiting, nominating, and supporting skilled candidates who have a commitment to equality and justice, and we encourage applications from women, Black, Indigenous, and members of racialized communities, persons with disabilities, and members of LGBTQ+, cultural, religious and linguistic communities.*

**We thank all who apply, but only those candidates selected for interviews will be contacted.**

**Please Note:** The SFSS is an independently incorporated organization working within the SFU community. This position is not an SFU staff position. For more information about the SFSS, please visit our website at: [www.sfss.ca](http://www.sfss.ca).