



Learning Commons Night Manager (Part-Time)

Location: 2 Robinson Road – Rivier University Learning Commons
Work Study Type: On-Campus Federal Work Study Only
Job Title: Night Manager
Hours: 5-7 p.m. – Sunday through Thursday

Job Description

The Learning Commons Night Manager is responsible for the managing of the Learning Commons night operations. The Night Manager is required to work the night hours that the facility is open (typically Sunday-Thursday, 7-10 p.m.). Responsibilities include but are not limited to building security and safety procedures, enforcing building and university policies, providing event services and logistical support, report writing, and monitoring the daily event schedule. This position will take on many different roles that include problem solving, security and safety oversight, customer service and event logistical support.

Responsibilities:

- In partnership with Public Safety, close the Rivier University Learning Commons on a nightly basis. Open and close spaces within the building according to the daily event schedule.
- Monitor building security and safety by conducting hourly walk-throughs.
- Communication of emergency situations, disturbances, and alarms within the centers to Public Safety.
- Coordinate event logistics and support services for events in meeting rooms/event spaces, including but not limited to basic audio/visual equipment and tables and chairs.
- Preparation of operation reports, including event information, maintaining log-in/log-out records of all building visitors, maintenance concerns, staffing issues, and patron counts for all areas.
- Other duties as assigned.

Required Qualifications:

- Enrolled as a current student at Rivier University.
- Strong written and oral communications skills.
- General knowledge of computers.
- The ability to work independently.
- Must present a professional image.
- General knowledge of Rivier University

Supervision:

The position reports directly to the Director of Career and Academic Advising, Patricia Antonelli.

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