



Savannah State University Position Description – Building Attendant

POSITION DESCRIPTION

Position Title: Building Attendant FLSA Status: Nonexempt
Reports to: Building Attendant Supervisor
Department: Public Safety
Date Prepared: June 2003

BASIC FUNCTION

This position ensures that students are protected while attending the University and living on campus in dormitories. The Building Attendant must constantly be aware of dorm activities in order to prevent aggressive behaviors and/or drug useage while on campus.

NATURE & SCOPE

The Building Attendant works under immediate supervision in the role of enforcement of the University's rules and regulations for residents.

The incumbent is responsible for reporting safety and building discrepancies as well as being on the alert for vandalism and violations resulting in safety hazards. He/she is responsible for frequently responding to inquiries and exchanges information to achieve job objectives.

PRINCIPAL ACCOUNTABILITIES

- Checking for unauthorized entry to safeguard students.
- Make sure rules and regulations are understood and respected at all times.
- Checking in and out dorms for violations, monitoring floors.
- Answering phone and taking messages.
- Interacting with students.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

Requires four years of high school or GED equivalent.