

CAMPUSREC

Student Building Supervisor

4-20 hours/week • \$17.83/hour

2-4 Positions Available – Start Date: August 2026

We accept Federal Work Study Applicants, but not required

Campus Rec provides an inclusive environment where recreation and wellness opportunities inspire, empower and educate people to be positive contributors to the global community. We strive to create a healthy, happy and engaged Portland State community.

Student Building Supervisor provide leadership for each shift throughout the Student Rec Center during all operational hours. This means providing leadership for all other positions working in the Rec Center as well as responding to emergencies, providing customer service and resolving conflicts that arise.

Supervisor: Tyler Baker, Facility Operations (tylb@pdx.edu)

Duties and Responsibilities

- Act as a Campus Recreation paraprofessional staff during hours of operation with an extensive knowledge of the Department and its programming.
- Be familiar with all aspects of the buildings, programs, policies and procedures to facilitate efficient operation.

Working Conditions

- Typical Working Hours: Between 6am -10pm daily
- Location of Work: e.g., 1800 SW 6th Ave, Portland, OR, 2nd Floor pool
- Attire: Campus Rec staff shirt, nametag, closed toed shoes

Expectations

- Commitment to [Campus Rec's Mission and Values](#) and [Commitment to Equity](#)
- Function and communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, body sizes, abilities, and cultural backgrounds
- To maintain any valid certifications that is required of your position.
- Location of work – Moving throughout Recreation Center Enforce all department and facility policies.
- Ensure that the building and activity areas are opened at appropriate times including all lights, equipment are on ready for patrons to use.

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- Responsible for securing the facility as closing time including making sure all patrons have exited the facility, tidiness of activity areas and all exits are closed and locked.
- Compile shift reports and document all injuries and incidents.
- Take regular tours of all facilities to check in with all student personnel, looking for facility malfunctions, safety hazards, improper departmental operations and maintaining participant counts in specified areas. Document and report as needed.
- Responsible for key access to all doors in the recreational spaces.
- Ensure safety procedures are carried out in the facility as well as identifying (and potential) hazards that could cause harm to patrons.
- Setting up of equipment in all activity areas depending on the needs of the facility schedule.
- Ensure the general cleanliness of the facility
- Responsible for supplies and equipment are returned to proper storage locations after use.
- Serve as the Campus Rec contact for PREM in the case of a facility concern.

Staff Supervision

- Serve as the primary support for all student staff and programs during times when professional staff are not immediately available.
- Provide effective and knowledgeable support to all staff and program areas within the department of CREC.
- See that all Student Employees are present and at their assigned area as scheduled.
- Provide initial response to questions, problems, complaints and suggestions as given by personnel.
- Assist staff areas with the preparation and operation of their program area as needed.
- Verify that Member Services cash handling/till procedures are compliant with departmental standards
- Provide a welcoming and inclusive environment for staff.
- Mentor and support student staff to achieve excellence in their work.

Customer Service

- Respond to questions, problems, complaints and suggestions given by participants.
- Provide a welcoming and inclusive environment for participants so everyone feels welcome and valued.
- Serve as a mediator in the case of conflict arises between patron in the facility.

Event Support

- Assist in set up, take down and oversight of CREC special event equipment as

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needed.

- Meet with the Facility Coordinator and programming staff prior to events to gain knowledge and information concerning CREC special events.

Incident Response

- If student employees are absent, find or reassign individuals to maintain appropriate staffing.
- Respond to injuries and assist in immediate first aid or proper emergency procedures.
- Report problems such as plumbing, lighting, electrical, HVAC, custodial to Campus Safety who will contact appropriate response personnel.
- During major emergencies take initial responsibility for management of the situation - notify all persons in the affected facilities or other departments if necessary and direct evacuation of the facility.
- Facilitate the evacuation process for the Rec Center portion of the facility.
- Problem solve, help resolve conflicts or answer questions that arise in the facility.

Working Conditions

- Typical Working Hours: During Campus Rec operating hours
- Location of work – Moving throughout Recreation Center located at 1800 SW Sixth Avenue Portland, OR 97201
- Type of work – Moving through Recreation Center. Talking with members and staff. Occasional lifting.
- Attire: Campus Rec staff shirt, nametag, closed toed shoes

Minimum Qualifications

- Be in good academic standing: (Minimum enrollment of 6 PSU credits for undergraduates, 5 PSU credits for graduates and minimum 2.0 grade point average undergrad and 3.0 graduate)
- American Red Cross First Aid/CPR/AED certification within 30 days of hire for any employee who works within the Rec Center gated entrance and/or supervises activity areas or excursions. These certifications can be provided at no cost to you through Campus Rec.
- Position Specific (Examples: Bloodborne Pathogen Certification, Lifeguard Certification, Instructor Certification, etc.).
- **Must successfully complete a background check**

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Preferred Qualifications

- Previous Experience with Campus Rec

Application Instructions

1. Complete our Campus Rec [Job Application](#), a **resume**, and a **one-page cover letter** describing your interest in the position and any related experience.
 - Visit the University Career Center's [Writing a Cover Letter webpage](#) for tips on how to write your cover letter
 - Visit the University Career Center's [Writing a Resume webpage](#) for tips on how to create a resume.
2. Email **application, resume, and cover letter** (and any supplemental materials) as **PDFs** to the [Campus Rec Jobs email](#) at crecjobs@pdx.edu with the subject line stating "Position Name, Last Name."
3. You will receive a confirmation email that we have received your application within one week.

If you need accommodations in filling out this application, please contact the Campus Rec Administrative Program Assistant by phone at 503-725-2946 or [email Chiki Kwong](#) at ckwong@pdx.edu.

Performance reviews and evaluations are given bi-annually for student employees. The process includes both a 30-minute review and written evaluation. Reviews are used as a professional development tool, to determine raises, to provide information for references, and can help determine corrective action regarding performance. Performance evaluations are one of the processes of supervision, and are not intended to replace feedback received during ongoing conversations or the disciplinary process.

Portland State University is an Affirmative Action, Equal Opportunity Institution and welcomes applications from diverse candidates and candidates who support diversity.

Deadline for Submission: Sunday, August 9, 2026 at 11:59 p.m.