
Auburn University Job Description

Job Title:	Mgr, Campus Card Ops	Job Family:	No Family
Job Code:	EA28	Grade 34:	\$45,100 - \$75,100
FLSA status:	Exempt		

Job Summary

Manages and oversee the financial and administrative operations of the Campus Card Operations Office.

Essential Functions

1. Programs, monitors, and/or maintains the "point of sale" computer system for off-campus merchants, on campus dining/concession locations, and the entire vending network located throughout campus.
2. Maintains the TCR Server, which operates the cash registers for multiple locations throughout campus.
3. Oversees maintenance contracts for all vending equipment and support applications.
4. Manages off-campus merchant program which includes soliciting potential customers and negotiating contracts.
5. Programs off-campus merchant setup locations in AU system as well as equipment used in off-campus locations.
6. Responsible for conducting health inspections of dining units and creating new dining concepts.
7. Coordinates, establishes, and sets up access systems and files for university sporting events.
8. Purchases, repairs, or replaces equipment and devices required for department usage.
9. Oversees the financial and administrative operation of contracted dining services.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High School Diploma or equivalent
Experience (yrs.)	4	Experience in office administration and/or operations

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of business operations, accounting principles and practices, and information technology used in the use of debit card processing, account access, data maintenance, and record keeping.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, talking, hearing, .

Job occasionally requires walking, sitting, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/4/2012
