

**JOB INFORMATION**

|                                                          |                             |
|----------------------------------------------------------|-----------------------------|
| Job Code                                                 | AE35                        |
| Job Description Title                                    | Dir, Student Union          |
| Pay Grade                                                | SR14                        |
| Range Minimum                                            | \$88,460                    |
| 33rd %                                                   | \$112,050                   |
| Range Midpoint                                           | \$123,840                   |
| 67th %                                                   | \$135,640                   |
| Range Maximum                                            | \$159,230                   |
| Exemption Status                                         | Exempt                      |
| Organizational use restricted to the following divisions | 169 SVP for Student Affairs |
| Approved Date:                                           | 1/1/1900 12:00:00 AM        |
| Legacy Date Last Edited                                  | 10/23/2012                  |

**JOB FAMILY AND FUNCTION**

|               |                   |
|---------------|-------------------|
| Job Family:   | Student Resources |
| Job Function: | Student Services  |

**JOB SUMMARY**

Oversees the daily operation and facility management of the Foy Student Union building.

**RESPONSIBILITIES**

- Oversees the management of the facilities and daily operations of the Student Union to include areas such as reservations, maintenance, and the business service center.
- Directs and coordinates the student run operations to include the information desk and concession area.
- Plans, develops, and administers the Student Union's operating budget and approves, directs, and monitors budgets for areas within the student union.
- Develops, plans, and implements programmatic strategies, priorities, methods, systems, and business plans.
- Reviews, assesses and reports on the Student Union programming.
- Oversees safety and security coordination of the Student Union.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

**SUPERVISORY RESPONSIBILITIES**

|                            |                                                         |
|----------------------------|---------------------------------------------------------|
| Supervisory Responsibility | Supervises others with full supervisory responsibility. |
|----------------------------|---------------------------------------------------------|

**MINIMUM QUALIFICATIONS**

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level   | Focus of Education                                             |     | Years of Experience | Focus of Experience                                                          |  |
|-------------------|----------------------------------------------------------------|-----|---------------------|------------------------------------------------------------------------------|--|
| Bachelor's Degree | Degree in Management, Counseling, Psychology, or related field | and | 5 years of          | Experience in facility management and/or coordination of facility operations |  |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of facilities management principles and sound budgeting practices.

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired |  |
|-------------------------|--------------------------------|------------|------------------|--|
| None Required.          |                                |            |                  |  |

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

## PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing                      |       |        |              | X          |            |        |
| Walking                       |       |        |              | X          |            |        |
| Sitting                       |       |        |              | X          |            |        |
| Lifting                       | X     |        |              |            |            |        |
| Climbing                      |       | X      |              |            |            |        |
| Stooping/ Kneeling/ Crouching |       |        | X            |            |            |        |
| Reaching                      |       |        | X            |            |            |        |
| Talking                       |       |        |              |            | X          |        |
| Hearing                       |       |        |              |            | X          |        |
| Repetitive Motions            |       |        |              | X          |            |        |
| Eye/Hand/Foot Coordination    |       |        |              | X          |            |        |

## WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme cold           |       |        | X            |            |            |
| Extreme heat           |       |        | X            |            |            |
| Humidity               |       |        | X            |            |            |
| Wet                    |       |        | X            |            |            |
| Noise                  |       |        | X            |            |            |
| Hazards                |       |        | X            |            |            |
| Temperature Change     |       |        | X            |            |            |
| Atmospheric Conditions |       |        | X            |            |            |
| Vibration              |       |        | X            |            |            |

**Vision Requirements:**

Ability to see information in print and/or electronically.