
Auburn University Job Description

Job Title:	Mgr, Student Achievement Ctr	Job Family:	No Family
Job Code:	AA96	Grade 34:	\$45,100 - \$75,100
FLSA status:	Exempt		

Job Summary

Under minimal supervision, oversees and manages the daily operations, facility management, and reservation processes and procedures for the Brown-Kopel Engineering Student Achievement Center.

Essential Functions

1. Manages all reservations for spaces for the Brown-Kopel Engineering Student Achievement Center and provides quality customer service to all visitors and callers.
2. Responsible for all bookings, billings, account collection, creation of fees, oversight of policies and procedures of locations and all guest questions or concerns. Prepares, develops, and administers the Student Achievement Center operating budget, monitoring all transactions on a regular basis.
3. Oversees the operations of the College of Engineering Welcome and Information Desk, including interviewing and training student workers and ensuring staffing requirements are met. Provides space allocation analysis and projections.
4. Develops, implements, and maintains programmatic strategies, priorities, methods, systems, and business plans. Reviews, assesses and reports on Student Achievement Center programming.
5. Inspects all meeting spaces on a regular basis, and liaises with IT support to ensure spaces are appropriately furnished and correct audio-visual equipment is provided as needed.
6. Compiles data through surveys, focus groups, word of mouth, and other forms of research to provide detailed input on ordering new equipment, facility needs, patron needs, customer service satisfaction, and improvement of all program areas within the spaces. Collaborates with other departments, campus vendors, and university committees to provide professional and accessible spaces.
7. Oversees safety and security coordination of the Student Achievement Center.
8. Performs other duties as assigned.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

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	Four-year college degree	Bachelor's Degree from an accredited institution
Experience (yrs.)	5	Experience in event planning, building operations, and office procedures and practices.

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 budgeting practices, assessment, and strategic planning, reservation procedures, and building operations. Knowledge of event planning and office procedures and practices.

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, walking, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires and lifting up to 50 pounds.

Ability to view and comprehend information on a computer monitor for long periods of time.

Date: 6/10/2019
