
Auburn University Job Description

Job Title: **Mgr, Student Achievement Ctr**

Grade AS13 \$54,500 - \$98,100

Job Code: **AA96**

FLSA status: Exempt

Job Family: Administration & Operational Support

Job Function:

Job Summary

The Manager of Student Achievement Center oversees and manages the daily operations, facility management, and reservation processes and procedures for the Brown-Kopel Engineering Student Achievement Center.

Essential Functions

1. Oversees the management of the facility and daily operation of the Brown-Kopel Engineering Student Achievement Center to include areas such as reservations, maintenance and the Welcome and Information Desk. Ensures that Brown-Kopel is set up and ready for events, guests and corporate visitors daily.
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 by coordinating operational hours with Access Control and requesting access, swipe or key, for employees.
8. Arranges security for after-hours events and monitoring during normal business hours. Serves as the point of contact for all emergency protocols associated with Brown-Kopel.
9. Coordinates the Brown-Kopel classroom scheduling each semester ensuring that technology needs, capacity constraints and time allocations are taken into account
10. Manages the Coordinator of Campus & Community Events to include assignments and responsibilities, scheduling, training, event and performance reviews. Effectively manage employee relations.
11. Governs the in-house reservation system that was created for room reservations within Brown-Kopel and resolving any issues that may arise
12. Performs other duties as assigned.

Supervisory Responsibility

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

Auburn University Job Description

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.

Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Bachelor's 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.

Pre-Employment Screening Requirements

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: 11/10/2022
