
Auburn University Job Description

Job Title:	Dir, Student Union	Job Family:	No Family
Job Code:	AE35	Grade 36:	\$59,700 - \$99,600
FLSA status:	Exempt		

Job Summary

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

Essential Functions

1. 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.
2. Directs and coordinates the student run operations to include the information desk and concession area.
3. Plans, develops, and administers the Student Union's operating budget and approves, directs, and monitors budgets for areas within the student union.
4. Develops, plans, and implements programmatic strategies, priorities, methods, systems, and business plans.
5. Reviews, assesses and reports on the Student Union programming.
6. Oversees safety and security coordination of the Student Union.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

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	Degree in Management, Counseling, Psychology, or related field
Experience (yrs.)	5	Experience in facility management and/or coordination of facility 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 facilities management principles and sound budgeting 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.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, talking, hearing, handling objects with hands, .

Job occasionally requires reaching, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 10/23/2012
