
Auburn University Job Description

Job Title: **Dir, Bus Develop for Aux Svcs**

Job Family: No Family

Job Code: **EA57**

Grade 37: \$68,700 - \$114,500

FLSA status: Exempt

Job Summary

Directs and oversees the campus business function, to include providing leadership, coordinating planning, formulating budgets, developing strategies and systems, and implementing policies for various auxiliary departments, both self operated and contracted.

Essential Functions

1. Directs the business functions of various Auxiliary Enterprises to include but not limited to campus dining services, campus card services, campus new business enterprise development, and athletics events.
2. Responsible for ensuring that Auburn University's goals for profitability, quality, cost, customer satisfaction, financial stability, budgeting, and community involvement on and off campus are met.
3. Meets and/or corresponds with other campus and non-campus executives and customer groups to review services in order to direct management action.
4. Advocates, plans and recommends implementation of new business concepts, systems, technologies, and programs to assure the best advantages for Auburn University.

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, Business, or related field
Experience (yrs.)	7	Experience in managing consumer focused operations/enterprises

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of business operations, contracting procedures, 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.

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 walking, sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, reaching, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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

Date: 1/4/2012
