AUBURN
Human Resources

Mgr, Student Achievement Center

Job Description

JOB INFORMATION

Job Code	AA96
Job Description Title	Mgr, Student Achievement Center
Pay Grade	AS13
Range Minimum	$60,040
33rd %	$76,060
Range Midpoint	$84,060
67th %	$92,070
Range Maximum	$108,080
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Administration & Operational Support
Job Function:	Operational Support

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.

RESPONSIBILITIES

- 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.
- 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.
- 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.
- Develops, implements, and maintains programmatic strategies, priorities, methods, systems, and business plans. Reviews, assesses and reports on Student Achievement Center programming.
- 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.
- 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.
- 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.
- 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.
- Coordinates the Brown-Kopel classroom scheduling each semester ensuring that technology needs, capacity constraints and time allocations are taken into account
- Manages the Coordinator of Campus & Community Events to include assignments and responsibilities, scheduling, training, event and performance reviews. Effectively manage employee relations.
- Governs the in-house reservation system that was created for room reservations within Brown-Kopel and resolving any issues that may arise

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

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 to 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	from an accredited institution	and	5 years of	experience in event planning, building operations, and office procedures and practices.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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

MINIMUM LICENSES & CERTIFICATIONS

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

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

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:

Requires performing and/or viewing work on a computer screen for the majority of the day. Ability to view and interpret information on a computer screen for long periods of time.