AUBURN
Human Resources

Dir, Student Union

Job Description

JOB INFORMATION

Job Code	AE35
Job Description Title	Dir, Student Union
Pay Grade	SR14
Range Minimum	$88,460
33rd %	$112,050
Range Midpoint	$123,840
67th %	$135,640
Range Maximum	$159,230
Exemption Status	Exempt
Organizational use restricted to the following divisions	169 SVP for Student Affairs
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/23/2012

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Student Services

JOB SUMMARY

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

RESPONSIBILITIES

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

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	Supervises others with full supervisory responsibility.

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	Degree in Management, Counseling, Psychology, or related field	and	5 years of	Experience in facility management and/or coordination of facility operations	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of facilities management principles and sound budgeting practices.	

MINIMUM LICENSES & CERTIFICATIONS

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

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:

Ability to see information in print and/or electronically.