



Manager Memorial Student Center Conference and Facilities Master

Job Description

MASTER SPECIFICATION

JOB INFORMATION

Date:	12/12/2017 12:52:00 PM
Official Title:	Manager Memorial Student Center Conference and Facilities Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 5
Scheduled Hours	
Job Code:	123942
Job Family:	Auxiliary

JOB SUMMARY

The Manager of the Memorial student Center Conference and Facilities plans, organizes, and oversees the operations, activities and events of all assigned institutional facilities.

NATURE OF WORK

The Manager of the Memorial Student Center Conference and Facilities is responsible for overseeing and managing the operational and functional coordination of institutional facilities and services for all areas of the campus, as well as for generating revenue for self-supporting operation. Additional responsibilities include supervising and directing the work activities of all assigned clerical, paraprofessional, and/or professional staff. Job responsibilities involve extensive and consequential support, development, or recommendation of major objectives, policies, programs, or practices. Work activities are carried out independently, under general direction, working from established policies, objectives, and standards. Problems faced in this position are varied, often complex, and involve multiple constituencies, often with competing priorities. Decisions may affect a work unit or area within a department and contribute to business and operational decisions that affect the department.

Distinguishing Characteristics

Examples of Duties

Essential Functions

- Serves as a liaison between clients and institutional departments in the planning and execution of events; facilitate information between all departments that provide services.
- Respond to requests from students, faculty, staff and the community for information on the availability of facilities; effectively communicates and explains rates, policies/procedures and ensures their enforcement.
- Supervises all assigned personnel, which typically includes recommendations for hiring, firing, performance evaluation, training, work allocation, and problem resolution.
- Prepares contracts with outside organizations for use of facilities and rates.
- Ensures all facility reservations and set-ups for are understood and implemented in such a manner as to exceed the customer's expectations.
- Develops and markets facilities initiatives and events to increase revenue; coordinates planning sessions and campus tours for potential clients.
- Performs other job related duties as assigned.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
Bachelor's degree	Business or other related field	X		

Additional Experience

[Check here if experience may substitute for some of the above education and describe how.](#)

X

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>
1 year +	Related facilities management experience	X	

