UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, Dining/Access Control Systems

DIVISION: Student Affairs (Dining Services)

REPORTS TO: Associate Administrator Food Services

GRADE: 7

SUPERVISES: Support staff

BASIC FUNCTION:

Assist in coordinating computerized privilege control systems throughout the university community, including all sign-up, implementation, training and tracking of all participation and financial data relating to the systems. Assist in the coordination of the databases required to maintain access information, including Web, network and telecommunications systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervise and monitor the student, faculty and staff meal plan sign-up, assignment and activities.

Supervise and monitor the student, staff and faculty sign-up, assignment and activities of the All-Campus Card program known as: The RAM CARD.

Supervise the vending debit program including the monitoring of all Card Value Centers located on the URI Campus.

Prepare reports relating to computerized transactions at all locations where the Campus Card is used.

Track the financial status of all Ram Card participants relating to initial deposits, daily transactions, fund disbursements, availability of funds and historical tracking of use.

Manage the campus ID Card preparation process including the management and updating of all necessary databases.

Interact with campus departments where the ALL CAMPUS RAM CARD is used including, but not limited to: HRL, library, dining halls, URI Bookstore, Copy Services, Ram Computers, Chemistry Lab.
Assistant the Associate Administrator in managing the off-campus RAM CARD delivery program relating to the use of the ALL CAMPUS CARD for the delivery of food products, including vendor communication, advertising, sign-ups, and vendor payment transactions.

Manage the tracking and issuance of summer conference ID Cards.

Manage the tracking of summer conference participation including meals eaten.

Prepare financial documents and reports relating to the disbursement of funds for summer conferences, internal university functions and access system-related vendor payments.

Develop, produce and monitor participation and financial reports relating to meal plans, debit cards, vending and conference programs.

Prepare, monitor and track deposits of funds for dining hall deposits, Card Value Center deposits, and Campus Access deposits and VISA/Master Card transactions.

Provide accurate, efficient and friendly customer service to participants of the privilege control systems in person, on the phone, fax, e-mail or Internet service.

Train students and state staff in the use and operation of all privilege control system operations.

Assist the Associate Administrator, Food Services/Personnel and Technology in network administration, including set-up and maintenance of the networking system, database implementation, training and development.

Maintain integrity and convergence of all University database uploads to the campus-wide CBORD, Inc. System.

Assist the Coordinator, Food Service Systems by monitoring system software and hardware, and assisting in the repair of all terminal hardware and campus-wide access and network systems.

Assist the Associate Administrator, Food Services/Personnel and Technology in the design and upkeep of the departmental Web site for access and information.

Assume the responsibility of the technical liaison for network and telecommunication connectivity.

**OTHER DUTIES AND RESPONSIBILITIES:**

Work closely with other university departments including, but not limited to, Residential Life, Bursar, Registrar and Financial Aid, regarding the update of participation and billing relating to campus access system participants.

Update Dining Service management personnel, on an on-going basis, regarding the status of all access system participation and financial data.
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Assist the university community in the expansion of the ALL CAMPUS RAM CARD program.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, access terminals, encoders, visa/master card equipment, video-imaging system, printers, word processing, database management, and spreadsheet software. Valid driver’s license a requirement.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions. This position requires 24-hour call back in case of emergency and supervisory presence, when required on all shifts. Position may require weekend, holiday and evening hours. Requires bending, lifting, standing, and sitting.

QUALIFICATIONS:

REQUIRED: Bachelor’s degree in business administration or related field; a minimum of three years’ experience in general meal plan administration at a medium to large higher education institution; demonstrated experience with CBORD, Omni Access or equivalent privilege system; demonstrated experience with Excel, Microsoft Word, Filemaker Pro, HTML; demonstrated experience with student information systems; demonstrated experience with video-imaging equipment, Schlumberger encoders and readers; ability to work under minimal supervision; demonstrated strong interpersonal skills; demonstrated verbal and written communication proficiency; demonstrated organizational skills; demonstrated ability to prioritize and manage many activities simultaneously; demonstrated leadership skills; demonstrated problem-solving skills and analytical skills; demonstrated ability to work with diverse groups.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.