THE UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Director, Memorial Union & Student Activities

DIVISION: Student Affairs

REPORTS TO: Vice President

SUPERVISES: Professional and clerical staff

BASIC FUNCTION:

Administers all co-curricular activities to insure balanced programming, experiential learning, democratic process and proper risk management; responsible for staff supervision and development; directs instruction and field supervision of Federal, State and local laws where appropriate to campus activities. Management of Memorial Union facilities and business operations, development of policies with Memorial Union Board and Advisory Council and responsible for fiscal solvency of combined operations. Effectively recommend hiring, firing and appropriate disciplinary action.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide direction, advice and counseling to student organizations.

Administer University policies and procedures. Insure strict budgetary compliance of Memorial Union/Student Activities and by all client organizations and promote the development of student fiscal responsibility.

Provide supervision and direction for building operations, maintenance, purchasing, inventories, and facility management.

Supervise and direct all revenue producing operations; i.e. Rathskeller facilities, Food Service operations, recreational areas, movies, etc.

Minimize the University's exposure to liability arising from building operations, co-curricular and social activities, as well as compliance with State and local laws.
Maintain a formal liaison with Department of Human Development, Counseling and Family Studies to ensure quality and visibility of graduate offerings in Higher Education (Director of Student Activities carries a faculty appointment. Ref. 4.2.11 University Manual).

Insure maintenance of University master calendar for non-academic events.

Responsible for scheduling of all campus non-academic activities and programs.

Chair the Memorial Union Advisory Council.

Serve as a resource to University committees and junior staff.

Extend the services of the University to the broader community as part of the University's mission of community services. In conjunction with the Memorial Union Board of Directors and Advisory Council, provide a broad social, cultural, recreational and educational co-curricular program.

**OTHER DUTIES AND RESPONSIBILITIES:**

Engage in research, study and other developmental activities for the purpose of personal growth and institutional benefit.

Advocate student needs and viewpoints, challenging colleagues and senior staff alike, while maintaining a professional posture.

Integrate the traditional academic experience into the broader learning experience of co-curricular activities.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers and word processing, database management and spreadsheet software; valid driver’s license required.

**ENVIRONMENTAL CONDITIONS:**

The incumbent is not substantially exposed to adverse environmental conditions. This position requires 24 hour call back in cases of emergency and supervisory presence, when required, on all shifts.

**QUALIFICATIONS:**

Master’s degree in College Student Personnel, Education or other appropriate field is required. Doctorate preferred. A minimum of five years experience in Student Union/Student Activities
with significant student exposure in advising student organizations, leadership training, as well as demonstrated competency in fiscal management, building operations and planning. This position requires that the incumbent possess the ability to communicate effectively orally and in writing, be able to organize, coordinate and supervise support staff and be able to interpret institution policies, plans, objectives, rules and regulations and communicate the interpretation to subordinates and others. Must be able to prepare and present detailed studies and reports to include recommendations concerning the substance of the studies and reports. Must possess strong interpersonal skills and be able to prepare and deliver oral presentations before small, medium and large groups of people.

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