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Developed by:.....
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THE UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Director, Memorial Union
DIVISION: Student Affairs
REPORTS TO: Director, Memorial Union & Student Activities
GRADE: 13
SUPERVISES: Heads of Memorial Union Operations areas and their staffs:
maintenance, custodial, building services & computer systems

BASIC FUNCTION:

Manage all aspects of Memorial Union Operations, including the areas of custodial, maintenance, computer systems, and building services. Develop plans, budgets and policies for all areas of responsibility. Coordinate facility usage and asset protection. Advise and assist all student organizations and other on-campus and off-campus user groups in using the Memorial Union facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plan, budget and supervise operations for building services, recreation areas and rental spaces.

Advise Memorial Union Board of Directors regarding all policy, operational and security considerations.

Supervise the facility's care, including housekeeping services, lands and grounds, maintenance, HVAC, security, alarm systems, computer systems networks, and evening/weekend management.

Plan and supervise all upgrades to the Memorial Union facility, including any renovations, additions, and other construction projects.

Ensure the facility meets all necessary code requirements.

Develop plans for all business operations, including the development of new ventures.

Report to the Memorial Union /Student Involvement & Center for Student Leadership administrators, Memorial Union Board of Directors, Memorial Union Advisory Board, and Student Senate Organizations regarding financial recommendations and research pertaining to student union trends, new ventures, and consumer needs.

Supervise the computer networks and functions of the Memorial Union Student Involvement and Center for Student Leadership Development Departments.

Supervise the staff and operation of the regulated Memorial Union parking areas.

Play an active major role in the student development model, coordinating programming and assessment, while utilizing a student development framework and Council for the Advancement of Standards (CAS) guidelines appropriate to this functional area and its responsibilities.

Serve as contract administrator for all of the Memorial Union's commission services and commercial lease agreements, including a credit union, hair salon, bookstore, optical shop, flower and gift shop, pizza restaurant, coffee shop, and other retail shops and businesses.

Directly supervise the energy management and conservation programs relevant to their financial impact on the Memorial Union, including tracking the utility usage and cost data on a monthly basis.

Oversee the facility's efforts to "go green" to as great a degree as possible.

OTHER DUTIES AND RESPONSIBILITIES:

Develop and coordinate research, grant, and surplus procurement for the Memorial Union/Student Activities.

Supervise all building services, parking, systems and other operational student employees.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database management and spreadsheet software; a variety of audiovisual equipment; driver's license.

QUALIFICATIONS:

Required: Master's degree in higher education, business or related field; minimum of three years of full-time experience in student union management; experience in facilities management; ability to communicate effectively orally and in writing; strong interpersonal skills; demonstrated ability to organize, coordinate, and supervise support staff; strong computer skills; ability to interpret institutional policies, plans, objectives, rules and regulations and to communicate the interpretation to others; ability to prepare and present detailed studies and reports, and to make recommendations concerning the substance of the studies and reports.

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