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Developed by: TD; KC
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THE UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Director, Memorial Union/Student Involvement & Center for Student Leadership Development

DIVISION: Student Affairs

REPORTS TO: Vice President, Student Affairs

GRADE: 16

SUPERVISES: Professional and clerical staff

BASIC FUNCTION:

Lead, direct and assess all planning, staffing, educational, operational, facility, staffing and budgeting aspects of the Memorial Union and the Center for Student Leadership Development with an intensive focus on student involvement and engagement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

In conjunction with the Memorial Union Board of Directors and Memorial Union Advisory Council, lead and advance social, cultural, recreational, and educational co-curricular efforts in all the Memorial Union and the Center for Student Leadership Development programs, activities, and events. Promote student success, involvement, and engagement with the broader campus community.

Administer University policies and procedures which pertain to the operation of the Memorial Union. Ensure fiduciary compliance of Memorial Union, Center for Student Leadership Development, all student organizations and promote the development of student organization fiscal responsibility.

Provide direction, advice, and counseling to student organizations. Maintain fiduciary responsibility for, and work closely with, the URI Student Senate, Inc.

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

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Plan, supervise, assess, and direct all revenue-producing operations, (e.g., banking facilities, optical shop, hair salon, pizza restaurant, recreational areas). Coordinate the integration of services designed to serve for the University community (e.g., Dining Services, Campus Stores) in the Memorial Union.

Responsible for supervision of and strategic direction for the position of Administrator, Bookstore (University Bookstore.)

Work closely with campus safety and security departments (e.g., Risk Management, Department of Public Safety, URI Police Department, Facilities) on issues arising from building operations, co-curricular and social activities, as well as ensure compliance with Federal, State, and local laws.

Supervise the maintenance of the University master calendar for student events. Guide and direct efforts for scheduling all student activities, events, and programs.

Serve as formal liaison with academic departments (e.g., Department of Human Development, Counseling and Family Studies) to coordinate Memorial Union and the Center for Student Leadership Development programs, events, and activities.

Chair the Memorial Union Advisory Council, advise the student newspaper and Memorial Union Board of Directors, represent the university at the URI Student Senate, Inc., meetings, events, and activities meetings.

Serve as a resource related to student development, student engagement, student leadership, and student involvement for the University community including committees, faculty, and staff. Convene committees and task forces to address those areas as needed.

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; word processing, database management and spreadsheet software; valid driver's license.

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:

REQUIRED: Master's degree in education, college student personnel, educational administration, recreation administration, leadership or a related field; Minimum of seven years' experience in student union, student leadership, student engagement/involvement and/or related facilities administration; Demonstrated experience in advising student organizations including multicultural student organizations; Demonstrated experience in fiscal and budget management; Demonstrated experience in facilities management, building operations, construction/renovation, and/or master planning; Demonstrated experience working with diverse groups/populations; Demonstrated understanding of how to meet the co-curricular, social, recreational, and cultural needs of students and the campus community; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated supervisory experience; Demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations and communicate the interpretation to others; and, Demonstrated ability to prepare and present detailed studies, reports and recommendations.

PREFERRED: Doctorate degree; Demonstrated experience in building renovation or construction; and, Demonstrated experience with comprehensive program review, student learning outcomes assessment, or program evaluation.

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