Position Description

Working title: Yellowjacket Union Manager
Hayes Hill title: Administrative Program Manager I
Appointment: 100%, 12 month, renewable appointment
Position Reports to: Dean of Students

Position Summary:
This position provides primary leadership and oversight of the services, staffing, facility operations, and budgeting aspects of the Yellowjacket Union. This position manages the Union Information and Services desk and its services, including coordinating room reservations and supervising room setups. This position also serves as a liaison between the University, its constituents, and multiple third-party vendors. This is a full time, twelve-month position, which will require occasional early morning, evening, and weekend hours.

Duties and Responsibilities:
1. Provide leadership in the facility management of the Yellowjacket Union including; staffing, operations, budgeting, risk management, equipment purchases, infrastructure improvements, and preventive maintenance schedules.
2. Oversee Union operations including facility, event, and personnel management.
3. Develop a strategic plan and work directly with the Yellowjacket Union Advisory Board to develop and implement programs and policies that directly reflect the student union and institutional missions and objectives.
4. Coordinate Yellowjacket Union room reservations, room setups, contract development, payment, and all other event management responsibilities.
5. Periodically assesses the utilization of student union building services and programs, developing recommendations for new and alternate programs and services.
6. Manage the University ID system operations and budget.
7. Recruit, hire, train, evaluate, and assess the learning of student staff for the Yellowjacket Union including; a Lead Building Manager, Building Managers, Desk Attendants, Sound & Media Technicians, and the Campus Life Design and Social Media Intern.
8. Oversee the development of the Yellowjacket Union annual facility, programming, and University ID system budgets.
9. Serve as liaison between the University, its constituents, and the third-party vendors, including; the campus Bookstore and Custodial and Grounds services.
10. Develop positive relationships to balance the competing needs of all constituent user groups of the Yellowjacket Union.
11. Maintain positive and cooperative working relationships with other staff members, students, faculty, alumni, and external constituencies.
12. Set direction for communication and marketing of Union services and programs.
13. Maintain accurate program and participant records.
14. Participate in activities relative to the position.
15. Participate in campus and community committees that serve the mission of the University, Campus Life, and Student Involvement programs.
16. Other duties as assigned.
Knowledge, Skills, and Abilities:

- Experience in hiring, training, and developing student employees
- Skill in effective leadership, teamwork and supervision
- Skill in accurately managing cash funds and budgets
- Skill in organization and planning, follow through, and flexibility in dealing with multiple, rapidly changing tasks
- Ability to communicate effectively with students, faculty, staff, and youth both verbally and in writing
- Ability to work with a variety of people from multiple disciplines, nationalities, and cultural backgrounds.
- Ability to exhibit creativity, self-direction and the capacity for independent work, multi-tasking and organizational skills.
- Ability to work occasional nights and weekends

Minimum Qualifications:

- Bachelor’s Degree from an accredited institution
- One year experience in facility management, personnel management, and/or budget management.

Desirable Qualifications:

- Master’s Degree from an accredited institution
- 2 or more years of administrative and programming experience in student affairs or closely related field in a collegiate environment