

Mesa State College
ANNOUNCEMENT OF POSITION VACANCY
Assistant Director of the College Center
(revised announcement)

Reporting to the Director of the College Center, the Assistant Director is responsible for planning, initiating and overseeing the student employment program within the Mesa State College Center; assists in planning and oversight of events and business operations within the College Center; and, assists with assessment of the programs, facilities and activities of the College Center. Directly supervises the College Center Building Managers (approximately 20 student employees) and the College Center Utility Crew (approximately 15 student employees). In addition, the Assistant Director works on the development of various College Center marketing publications and serves on various committees. Other related duties as assigned.

RESPONSIBILITIES:

1. Hires and trains all student staff – Building Managers and Student Utility Crew.
2. Staffs and develops the College Center Information desk into a cohesive staff and functional area. Oversee the information desk business operations including sale of small dollar items, laptop check-out program, student faxing services, vending payouts, parking permit sales and general parking services customer service.
3. Provides back-up and support for the Conference Coordinator, including learning and using the all campus scheduling software. Includes updating monthly reports for the usage of the College Center.
4. Works with and documents all AV equipment within the building, making sure all staff, including students are able to use the systems. Keeps track of inventory and repairs as needed.
5. Assist the Director of the College Center in developing new programs or projects that will lead to great efficiencies within the College Center.
6. Supervise and maintain the College Center accounting system to account for cash receipts, accounts receivable and payment of bills generated by the College Center operation.
7. Assists with the MAVcard Office, providing back up and support when needed, including cash management functions.
8. Assist the Director of the College Center with College Center publications, web design, social media, including marketing for the College Center, catering, and services offered within the College Center.
9. Provide input on the College Center budget through the Director of the College Center
10. Position requires flexible hours and days to accommodate facility programming. Hours and work schedule will be dependent on time of year and may require late nights, early mornings, and/or weekends.
11. Assists the Director of the College Center with special projects and assessments on the changing needs and interests of students and necessary infrastructure to support the appropriate response.

EDUCATION & EXPERIENCE: A Bachelor's degree from an accredited institution is required, as well as supervisory experience, excellent interpersonal, analytical, verbal and written communication skills, and a demonstrated ability to work with diverse groups of students or young adults, staff and community members.

Preferred qualifications include:

- Experience that includes evidence of progressive professional experience in college center/union operations or a comparable environment/organization
- Experience in employee or student assessment and evaluation
- Ability to use scheduling software, preferably CollegeNet R25
- Experience in the use of a student information system, preferably SunGard BANNER

- Demonstrated experience and understanding of customer service and customer service training
- Experience with developing a marketing plan and budget, including using social media and web pages for marketing purposes;
- Evidence of having built collaborative partnerships in a diverse setting
- Ability to use computers and Audio Visual technology, including LCD projectors, microphones, DVD players, sound systems, etc.
- Prior familiarity with the policies and structure of a typical four year public college/university

A Masters degree is preferred.

TYPE OF APPOINTMENT: Full-time, administrative appointment.

SALARY: \$35,000-\$40,000, commensurate with education and experience. Excellent health and retirement benefits.

APPLICATION DEADLINE: Open until filled. To ensure consideration, apply by September 14, 2010.

APPLICATION: Submit a cover letter describing qualifications and experience as they relate to the specific requirements and responsibilities of this position, current resume, a copy of transcripts for all degrees completed (official transcripts will be required upon hire), the names, phone numbers and e-mail addresses of three professional references, and the following completed forms:

- Applicant Authorization and Release to Conduct Reference and Background Check form (available at: <http://new.mesastate.edu/hr/documents/ApplicantAuthorizationforReferenceandBackgroundCheck.pdf>),
- Background Investigation Disclosure and Authorization form (available at <http://www.mesastate.edu/hr/documents/BACKGROUNDINVESTIGATIONDISCLOSUREANDAUTHORIZATION.pdf>)
- Voluntary Affirmative Action form (available at: <http://www.mesastate.edu/hr/documents/Form-Affirmativeaction.pdf>)

to:

A/D College Center Search Committee
 Human Resources, LHH 237
 Mesa State College
 1100 North Avenue
 Grand Junction, Colorado 81501-3122
 Phone: 970 248-1820

Mesa State College is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Mesa State College is an Affirmative Action/Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body.