



ANNOUNCEMENT OF POSITION VACANCY Coordinator of University Center Operations

SUMMARY/RESPONSIBILITIES: Reporting to the Director of the University Center (UC), the Coordinator of UC Operations provides leadership and direction to Colorado Mesa University's (CMU's) MAVcard Office, business services, and general operations within the UC. The coordinator holds responsibility for all functions of the MAVcard office, information desk and game room, and coordinates with administrators and other campus-wide department personnel to promote the MAVcard program. Additionally, the coordinator assists with operational budgets, building security/access control, oversight of the student employment plan, and developing UC emergency procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Develops and maintains necessary controls/procedures for all operations and locations including daily systems management, equipment maintenance, and troubleshooting for the MAVcard Office, Information Desk and game room.
2. Hires, trains, schedules and supervises all UC MAVcard office student staff, UC's Building Manager's staff and game room staff.
3. Strives to continually provide a service-oriented environment.
4. Oversees business operations for the information desk, which includes the sale of small dollar items, student copying/faxing services, vending payouts, and issuing GVT bus passes.
5. Works in tandem with the UC director in developing an overall customer service model for all UC student employees.
6. Proactively prepares analytics and reconciles financial/sales reports in conjunction with participating university departments and off-campus merchants who partner with CMU's MAVcard program.
7. Takes the lead in finding solutions to maximize the effectiveness of current office technology and continually researches new and functional technology solutions for the UC.
8. Develops and maintains the budget for the MAVcard office, which includes funding for marketing, personnel, equipment, and supplies.
9. Manages the intake of summer camps by granting reservations, generating contracts, granting card access and billing for the camps as appropriate.
10. Continues to build a positive and successful relationship with the UC's on-campus bank partner and collaborates with them to develop successful marketing campaigns. Ensures compliance with regard to the student banking contract and renewal of CMU's contract with said bank.
11. Serves as the primary point of contact with all hardware and software vendors and is responsible for the renewal of warranties.
12. Monitors the use of all copiers within the UC; troubleshoots issues.
13. Conducts building head counts and enters data into the UC dashboard.
14. Coordinates with all appropriate campus departments to assess their needs, equipment placement and installation services.
15. Develops appropriate new software applications and assists campus departments in planning for future implementation of card uses.
16. In coordination with CMU's marketing department, develops and implements promotions and marketing for the MAVcard, including maintenance of the MAVcard program and UC websites.
17. Evaluates and recommends enhancements to the MAVcard program.
18. Assists the UC director with special projects and assessments of the changing needs and interests of students; identifies infrastructure necessary to determine appropriate solutions.
19. Supervises student staff.
20. Other related duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Bachelor's degree from an accredited institution required; preference given to those whose degree is in business or information systems.
- Proficient knowledge of Microsoft Office Suite is highly desired.
- Experience in higher education is preferred, involving student supervision
- Familiarity with office procedures, accounting systems (i.e. BANNER), and business software preferred.
- Strong organizational and interpersonal skills are required.
- Must have the ability to work independently and to implement solutions effectively without direct supervision.
- Supervisory experience is preferred.

Colorado Mesa University is particularly interested in candidates who have experience working with students from diverse backgrounds and who have a demonstrated commitment to improving the levels of access and success for underrepresented students within higher education.

TYPE OF APPOINTMENT: Full-time administrative appointment.

SALARY: Commensurate with education and experience. Excellent health and retirement benefits package.

APPLICATION DEADLINE: Open until filled. To ensure consideration, complete applications must be received by June 5, 2017.

APPLICATION:

Submit a cover letter describing qualifications and experience as they relate to the specific requirements, responsibilities, and preferences of this position, current resume, a copy of transcripts for all degrees completed (official transcripts are required upon hire), the names, phone numbers and e-mail addresses of three professional references, at least one of whom is a current or previous supervisor, and the following completed forms:

- Applicant Authorization to permit Search Committee members to review candidate transcript
- Applicant Authorization and Release to Conduct Reference and Background Check form
- Voluntary Affirmative Action form

Email to: CMUJobs@coloradomesa.edu. *Please put the search name in the subject line to ensure that your materials are forwarded to the appropriate search file. Electronic application materials must be submitted as a .pdf or Word document (no size limit). Electronic materials submitted in any other format will not be accepted. Please do not copy and paste application materials into the body of your email; send materials as attachments.*

Or mail to:

Coordinator of University Center Operations Search Committee
Human Resources, LHH 237
Colorado Mesa University
1100 North Avenue
Grand Junction, Colorado 81501-3122
Phone: 970 248-1820

Colorado Mesa University 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. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.

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