



ANNOUNCEMENT OF POSITION VACANCY
Coordinator of University Center Operations

SUMMARY: Reporting to the Director of the University Center, the Coordinator provides leadership and direction to and is responsible for all functions of the Colorado Mesa University (CMU) MAVcard Office, business services, general operations within the University Center (UC), information desk, and game room, which includes coordination with administrators and departments to promote the program and provide a service oriented environment. Assists with operational budgets, building security/access control, oversight of the student employment plan, and building emergency procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

1. Develops and maintains necessary controls/procedures for all operations and locations including daily system 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 building managers (student staff), and Game Room student staff.
3. Oversees the information desk business operations including sale of small dollar items, student copying/faxing services, vending payouts, and GVT bus pass issuance.
4. Works in tandem with the director in developing an overall customer service model for all UC student employees. Prepares, analyzes, and reconciles financial/sales reports in conjunction with participating University departments and off campus merchants who partner with the MAVcard.
5. Supervises and maintains the UC accounting system to account for cash receipts, accounts receivable and payment of bills generated by the UC operation.
6. 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.
7. Develops and maintains a budget for the CMU MAVcard Office, including marketing, personnel, equipment, and supplies.
8. Works with the Department of Finance and Assistant Vice President of Auxiliary Services to monitor food service reporting and participation.
9. Continues to build upon the established relationship with Wells Fargo to develop marketing and ensure contract compliance and renewal.
10. Serves as the primary point of contact with all hardware and software vendors and is responsible for the renewal of warranties.
11. Monitors the usage and troubleshoots issues with Konica copiers within the UC.
12. Maintains building head counts and dashboard.
13. Coordinates with all campus departments that have card applications to assess their needs, equipment placement and installation services.
14. Develops appropriate new applications and assists campus departments in planning for future implementation of card uses.
15. Develops and implements, in coordination with the university's marketing department, promotions and marketing for the MAVcard, including maintenance of the MAVcard and UC websites.
16. Recommends and evaluates enhancements to the MAVcard program.
17. Assists the Director, University Center with special projects and assessments on the changing needs and interests of students and necessary infrastructure to support the appropriate response.

EDUCATION & EXPERIENCE: Bachelor's degree from an accredited institution required, with a bachelor's degree in business, communications, or information systems preferred. Experience in higher education involving personnel supervision is preferred, as well as some familiarity with office procedures, accounting systems (i.e. BANNER), and business software. General knowledge of computer systems is highly desirable. Strong

organizational and interpersonal skills are required. Must have the ability to work independently and to implement solutions effectively without direct supervision.

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 November 20, 2015.

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 will be required upon hire), the names, phone numbers and e-mail addresses of three professional references, 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

Mail to:

Coordinator of University Center Operations
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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