



ANNOUNCEMENT OF POSITION VACANCY
Director of the University Center

Reporting to the Vice President for Student Services, the Director of the University Center is principally responsible for the overall management of University Center (UC) programs. The Director provides leadership, risk management and direction for services and provides operations oversight, policy development, personnel management, fiscal direction and long-range planning.

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

- Serves as a liaison between the UC and other University departments and community agencies.
- Responsible for the operational and maintenance functions of the Center's facilities.
- Responsible for personnel planning, supervision and development of administrative, classified and student staff. Within the internal organizational structure, the Director is responsible for staff supervision; including recruitment, hiring, supervision and evaluation of personnel.
- Oversees and provides budgetary assistance for the following operating budgets: UC, the MavCard Office, and Student Life.
- Manages the capital improvement planning process of the UC to meet present and future program and service needs. While overseeing facility use and space management of the University Center, represents the department in the University planning process. Works with UC staff and the Marketing department to develop an overall marketing program.
- Oversees the MavCard Office, including providing input on the overall services offered and strategic plan to grow the program.
- Assists the Coordinator of University Center Operations and Director of Student Life with publications, web design, social media and marketing in coordination with the University's marketing department.
- Proactively generates and manages client events through effective marketing, sales and relationship building with community businesses, organizations and individuals.
- Responsible for resolving grievances and issues pertaining to events in compliance with UC policies and procedures.
- Hires, trains and evaluates the Student Utility Crew and guides and directs Utility Crew in matters related to conflict resolution and promoting team building.
- Works directly with Catering Services to meet clients' food requests and expectations.
- Ensures facility appearance and that AV equipment and event setups are consistent with requests by coordinating with I.T., Facilities and Custodial departments.
- Identifies needs and makes recommendations to the Vice President for Student Services for any changes/enhancements to program space, building rates, operating procedures based on program usage and expected level of service.
- Researches, coordinates and implements marketing efforts to promote the UC and student life events.
- Works with the Director of Student Life in developing new programs or projects that will lead to efficiencies and promote student engagement within the UC.
- Trains and assists staff in use of AV equipment within the building; manages A/V inventory and repair.
- Provides business objectives for long term goals including annual budget.
- Develops and implements projects to improve UC processes and procedures.
- Assists in the planning, coordination and administration of the CMU Foundation's special events.

- Directly supervises the following positions: Coordinator of UC Operations, University Center Event Coordinator, University Center Scheduling Coordinator and Utility Crew student staff.

EDUCATION and/or EXPERIENCE: Bachelor's degree from an accredited institution required. Master's degree in a related field is preferred. Sales, marketing and/or management experience is required. Experience in student supervision is preferred.

Also required:

- Excellent verbal and communication skills
- Budgetary, personnel management, organizational and problem solving skills
- Management and supervisory skills working in a diverse, team-centered environment
- Attention to detail and ability to manage multiple tasks concurrently
- Ability to positively represent the University Center and Colorado Mesa University
- Experience in the use of scheduling software, (College Net R25 preferred) and a student information system, (SunGard BANNER, preferred)
- Ability and willingness to work evenings and weekends to accommodate students and institutional programming needs

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 December 11, 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:

Director of the University Center 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.