Associate Director, Student Center

Job Code 00001569

**General Description**
Responsible for managing the operational units of the LBJ Student Center.

**Examples of Duties**
- Assign work, hire, supervise and evaluate staff.
- Review and proofread documents.
- Resolve personnel problems and establish priorities.
- Review monthly retail budget reports.
- Review and approve all purchases made from the operations budget.
- Propose adoption of Student Center policies and/or procedures.
- Respond to requests for information.
- Attend meetings in a variety of capacities.
- Perform other duties as assigned.

**Knowledge, Skills, and Abilities**

**Knowledge of:** Computer hardware and software and their usage, of statistics, surveys and research methods, of trends and issues in higher education.

**Skill in:** Prepare reports, memos, letters, proposals, in directing the work of others and motivating output, in mediating disputes among employees, in supervising staff.

**Ability to:** Understand UPPS, to perform basic math, to explain policies and procedures to employees and facility users.

**Experience and Education**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**