

Coordinator, Student Center Services

Job Code 00007154

General Description

Responsible for managing reservation requests of student center facilities.

Examples of Duties

Review, approve, and confirm reservation requests for student center facilities.
Schedule security with university police department and catering with food contractor.
Resolve scheduling conflicts.
Interview, hire, train, and evaluate staff and student employees.
Prepare annual budget recommendations and adjustments for following year.
Monitor budget expenditures for Student Center Services.
Inform facility users of policies and procedures.
Assist facility users in event coordination and room set-up design; inspect room set-ups.
Monitor and control equipment inventory for Student Center Services.
Schedule staff, order food and equipment, and coordinate special events.
Participate in university, division, and department committees.
Determine charges and billings.
Research, review, and recommend policy and procedure changes.
Inform university officials of problems that occurred during events or warn of potential problems.
Prepare reports on facility usage and events.
Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: All aspects of event planning; university policies and procedures related to job assignment.

Ability to: Understand policies and procedures, correspondence, reservation information, and other materials; prepare clear, grammatically correct reports and correspondence; calculate and monitor budget needs; calculate charges for room and equipment uses; negotiate and resolve conflicts with customers and employees; establish rapport with a variety of clients; plan events; establish and maintain effective filing systems; direct the work of others; evaluate multiple bids, proposals, and requests and make decisions based on established criteria; identify a variety of solutions to problems and select from alternatives for best solution; use computer reservation system, word processing, electronic mail, and data entry programs; use overhead and slide projectors and audio-visual equipment.

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