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