Director, Student Center

Job Code 00001365

**General Description**
Responsible for coordinating and directing the total operation of the Student Center and the programs and services it offers.

**Examples of Duties**
Develop, monitor and evaluate long and short range plans.
Supervise and provide direction for staff and students.
Review and approve departmental staff leave reports.
Conduct hiring interviews.
Review and edit written drafts of letters, proposed policies, programs proposals and other documents.
Make presentations for workshops, staff development programs and professional conferences.
Develop, review, and approve annual budget recommendations.
Monitor expenditures and reserve accounts.
Develop long-range financial projections.
Review and approve purchases.
Propose, recommend and approve adoption of Student Center policies and procedures.
Propose and recommend divisional and university policies and procedures.
Develop assessment plans for programs and services. Facilitate resolution of disagreements among staff members.
Prepare proposals for programs or projects, annual reports, and annual strategic plan.
Perform other duties as assigned.

**Knowledge, Skills, and Abilities**

**Knowledge of:** PC software; of trends and issues in higher education and the Student Center; of the history of higher education and student centers; of state and federal laws as they apply to higher education in general and student centers in particular.

**Skill in:** directing the work of others and motivating output; in mediating disagreements among staff, in facilitating meetings; in task management, research, negotiation, public speaking, and resource management.

**Ability to:** understand policy and procedure manuals, Regents Rules and Regulations; to comprehend professional literature; to prepare reports, memos, letters, proposals and policy statements; to calculate annual budget, monitor monthly budget expenditures and develop long-range projections.

**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**

Reviewed on 5/17