Coord, STAR Park

Job Code 50025678

General Description
Responsible for management, leadership, and administrative and business support services for the daily operations of STAR Park’s current and future facilities owned and operated by the university.

Examples of Duties
Assist with management of STAR Park facilities including safety compliance, security access and building operational systems.
Assist the Executive Director in development, negotiation and supervision of management contracts with vendors and clients doing business with STAR Park.
Manage STAR Park budgets and accounting including annual budget planning, review of space and usage fees, budget adjustments and monthly operational reports.
Serve as liaison to park clients, contractors, University faculty and personnel, government offices, and the general public.
Provide back up administrative support to STAR Park staff and supervise interns/student workers.

Knowledge, Skills, and Abilities
Knowledge of: university policies and procedures; computer and SAP systems.

Skill in: effectively work with diverse and varied industry clients, researchers, professionals, students, vendors, and agency contacts; participate as a team member.

Ability to: understand and interpret complex instructions; complete clear, concise and correct documentation; perform intermediate math; analyze budget; perform research related to financial processes.

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