Director, Auxiliary Services

Job Code 00001168

**General Description**
Responsible for the organization, planning, and direction of self-supporting services of the University through direct, financial, administration, or contract management.

**Examples of Duties**
Gather information, develop and update university policies/procedures related to auxiliary service operations.
Direct, develop and oversee development of major contractual agreements.
Organize, coordinate, manage, and direct daily operations of the Auxiliary Service Department.
Oversee personnel management of contracted and regular staff related to the University.
Review and assess Auxiliary operations by developing and monitoring customer feedback through various measurements.
Prepare written correspondence to provide information exchange and documentation of activities related to Auxiliary operations.
Delegate, develop and analyze financial status of operations to assure efficient and effective service.
Delegate, review and assure that documented information is presented to necessary agencies.
Perform other duties as assigned.

**Knowledge, Skills, and Abilities**

**Knowledge of:** Accounting and financial principles; human resources and management principles; marketing practices; food service operations and standards; retail processes; automated accounting, data systems, and ID card systems; reproduction equipment methods and new developments in vending, washers, dryers, and refrigerators; shuttle bus operations; educational processes and student development programming; facility construction projects and processes; safety and ADA compliance regulations.

**Skill in:** Conceptualizing and anticipating departmental issues.

**Ability to:** Interpret policies, procedures, legal information, RFP’s, proposals, publications, trade and technical manuals; prepare proposals, studies and contracts; perform basic math and statistical analysis for spreadsheets, budget, variance analysis, and survey results; work and communicate effectively verbally and in writing with others both inside and outside the university; conduct research to obtain information regarding any type of business operations; apply critical thinking to solve problems.
**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