

Sul Ross State University

Position Description

Official Title: University Center Services Coordinator

Salary Group: 9

Job Code: 3640

Summary

Function: To work with internal and exterior clients in planning conferences and meetings in the University Center. To provide information regarding university Center facilities to students, faculty, staff, visitors and outside agencies and groups.

Scope:

Duties

Essential: Review, approve and confirm reservation requests for University Center conference and banquet rooms; coordinate all necessary arrangements such as security, equipment, and food by meeting with reserving group and others involved such as the caterer, University Department of Public Safety, Campus Activities and Physical Plant; develop room set-up charts for meetings and conferences to best meet the needs of reserving organizations and individuals; serves as coordinator with all on-campus departments for all outside agencies where the University Center is the primary event location; serve on designated university committees; regularly communicate with offices in building (i.e., bookstore, food services, student life) to assess needs and repairs; report repairs to physical plant and follow up to ensure completion; maintain inventory of meeting room equipment such as chairs, tables, easels, etc.; monitor equipment for repairs needed and order new equipment; compile and prepare monthly building use summaries reflecting number of events held and calendared; provide location to distribute information through the information desk; receipt funds from room rentals; prepare billing statement for room rental; develop, monitor and purchase from operating budget; plan assign and monitor work of student workers; supervise game room workers and sponsored activities; perform related duties as assigned. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Works in conjunction with the Campus Activities Office in schedule of University Center facilities.

Supervision

Received: Receive general direction from the Vice President for Finance and Operations.

Given: Direct supervision over student workers.

Education

Required: Bachelor's degree.

Preferred: Bachelor's degree in Business or related field.

Experience

Required: Experience at institutions of comparable size and facilities and programs in university/college environment.

Preferred: Two years experience at institutions of comparable size and facilities and programs in university/college environment in managing student center, leadership programming, and campus activities programming.

Equipment/Skills

Required: Excellent written and verbal communication skills, attention to detail. Computer skills (word processing, spreadsheet, etc.), calculator; audiovisual equipment such as movie and slide projectors, overhead projectors and sound systems. Knowledge of telephone etiquette. Ability to anticipate, schedule and coordinate equipment, operations and service needs for individual events; set up and operate media equipment; set up meeting room; use a computer and type at a moderate rate of speed; perform duties independently and exercise good judgment; interact effectively and work cooperatively with others contacted in the course of work; supervise, train, and evaluate student workers; physical capability sufficient to perform job duties.

Preferred: Knowledge of University policies and procedures related to solicitation, speakers, reservations and alcohol; University Center facilities and community.

Working Conditions

Usual: Work weekends and/or irregular hours during peak periods and special events. Exempt from overtime provisions. Position is Security Sensitive.

Special:

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: June, 2009