Job Title: Manager, Student Center Operations

BCAT Code: 09JX40                      Effective Date: July 1, 2008
Pay Grade: G16   FLSA Status: Exempt    Revision Date: July 1, 2013

General Description
Manages the operations of the Student University Center, such as opening, closing, and event services.

Example of Duties
- Ensures that the buildings are operational, secure and safe concerning emergency preparedness and patron emergency assistance.
- Manages Event Services for all programs, meetings or events held in the Center, including equipment and event set-up.
- Manages the audio and visual, and technical equipment support for Center programs.
- Develops, implements and manages operating plans and policies and procedures for a variety of building functions.
- Ensures that the equipment is properly maintained or replaced as needed.
- Develops, administers, and tracks cross-functional annual and on-going training for all areas of the operation.
- Initiates cross-functional and daily coordination with supervisors of key support areas in Building Services, Maintenance, Reservations and Marketing to ensure that event and facility needs are met.
- Supervises, trains and evaluates the Student Center Building Manager.
- Supervises directly Event Services and Media Services staff.
- Supervises the Event Support Services Coordinator, Media Services Coordinator and student staff.
- Assists in departmental special event functions.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of facilities management and event coordination practices.
- Knowledge of computer operations and software, such as spreadsheets, word processing, presentations, and databases.
- Effective time management and organizational skills.
- Ability to plan, organize and schedule the activities of staff.
- Ability to multi-task, pay attention to detail.
- Ability to lift 25 pounds.
- Ability to exhibit excellent customer service.
- Ability to communicate effectively verbally and in writing.

Minimum GSU Hiring Standards
Bachelor’s degree and two years of supervisory/managerial experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.