Title: Associate Director Campus Services

Pay Scale Group: 19-01

Essential Function

Under general supervision from a designated administrator, manage and provide leadership for the operational activities of assigned area(s) of Campus Services.

Characteristic Duties

Plan, manage, and coordinate the daily operations of assigned area(s) of Campus Services to include oversight of financial and personnel resources;

Develop, update, implement and monitor policies and procedures and ensure compliance with University policies and procedures and applicable state, federal and local regulations;

Develop and manage implementation of programs necessary to accomplish strategic business objectives, including quality service initiatives and assessment programs;

Implement strategic service plans for designated services area(s) in consultation with department, division and University administration;

Maintain and nurture effective communication and partnerships throughout the University community by conferring with business units and campus leadership on issues pertaining to the promotion and understanding of departmental services;

May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.);

Perform related duties based on departmental need.

Minimum Qualifications

Bachelors' degree with five (5) years’ experience; -OR- Associate's degree with seven (7) years’ experience; -OR- nine (9) years’ experience; degree must be in Business, Communication, Recreation, Student Services or related field and experience may require at least three (3) years of supervision.