Title: Manager, Information Center

Essential Function

Under general supervision from a designated administrator, oversee the daily operations of the MainStreet Connection Center (e.g., customer service, staffing, scheduling, updating and disseminating information, register management and training, execution of sales and reconciliation of Bearcat Campus Card System, vending, and tickets).

Characteristic Duties

- Manage the daily operations of the MainStreet Connection Center (e.g., customer service, staffing, scheduling, updating and disseminating information, register management and training, execution of sales and reconciliation of Bearcat Campus Card System, vending, and tickets).
- Update electronic media information systems (e.g., Aavelin, Sadge, and Daktronics).
- Represent the ticket office in contract execution and implementation of ticket sales.
- Compile and submit and submit weekly, monthly, and quarterly reports.
- Provide supervision, recruitment and training of student staff.
- Act as back-up for other Tangeman University Center operations.
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with one (1) year experience; -OR- Associate’s degree with three (3) years experience; -OR- five (5) years experience. Experience must be in management of a retail, food, or recreation operation and include at least one year of supervision.