



CAMPUS & STUDENT CENTERS

POSITION DESCRIPTION

TITLE: Operations Manager

Job Summary: Responsible for the day-to-day operation of the Campus or Student Center including coordination of building operations, activities and events for the facilities.

DUTIES AND RESPONSIBILITIES

- 1 - Responsible for the day-to-day operation of the Campus or Student Center
- 2 - Coordinate through the Building Managers the building operations, activities and events to achieve overall organizational needs and to meet patron expectations.
- 3 - Supervise the Associate Operations Manager, Building Managers and Student Associates assigned to the building.
- 4 - Schedule, along with the other Operations Manager, the Student Associates assigned to the Information Desk and Game Room (Midtown only)
- 5 - Review all staff schedule change requests and approve or deny as appropriate
- 6 - Assist in the selection, recruitment and training of the department's student staff
- 7 - Demonstrate an expert level of understanding of CSC, University and State policies and procedures. Implements those policies and procedures to ensure the safety of our patrons and proper usage of our facilities. Includes, but not limited to, "time, place and manner" issues, building security, and closing procedures
- 8 - Serve as lead on-site supervisor for large scale events
- 9 - Along with the Graduate Interns, develop and schedule in service staff training programs
- 10 - Cover the Information Desk, Game Room (Midtown only) and conference services as necessary
- 11 - Produce weekly audit of staff hours for submission to the Graduate Intern and Associate Director
- 12 - Perform other duties as assigned

[Revised 7-17]

SUPERVISION: Graduate Intern

IT'S MORE THAN A JOB: Part of the mission of Campus & Student Centers is to enhance the educational program by providing opportunities for student development through employment. All student manager/supervisor positions have the same learning outcomes that are an integral part of this position description.