

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: ASSOCIATE DIRECTOR, WYOMING UNION

Reports To: Designated Supervisor

UW Job Code: 3793

UW Job Family: 34 - Student Service Administration

SOC Code: 25-9099

FLSA: Exempt

Pay Grade: 24

Date: 7-1-97 (revised 3-21-01; 7-1-02; 1-24-03; 3-6-03; 7-1-04; 11-13-06; 7-1-08)

JOB PURPOSE:

Assist the Director with the operational, financial and personnel functions of the Wyoming Union. Design, develop, and implement comprehensive services and programs with either an operational focus on programs/services/facilities or a student activities/development focus. Serve as a central administrator for the Wyoming union building. Serve in the authority of the Union in the absence of the Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Act as Director, Wyoming Union in his/her absence.
- Plan and manage the financial functions, activities and fiscal affairs for designated areas, including budget and revenue development; prepare reports and budget proposals, and monitor expenditures.
- Participate in Wyoming Union policy development or revision, strategic planning, and decision-making; coordinate the development and operation of designated areas; develop operating plans and procedures for designated areas.
- Administer human resource functions for designated areas within the Wyoming Union, including supervision, providing staff training and development, and assuring compliance with university, state and federal regulations and employment practices.
- Direct, coordinate, or supervise major programming initiatives for the University, as assigned.
- Act in an authority capacity in the absence of the Director, Wyoming Union.

Specific to Associate Director, Wyoming Union (Operations):

- Supervise the operations of the Union Events Office, Information Desk/Box Office, Facilities and Custodial crews, Gardens and Billiards Hall, or other service areas.

- Develop operating procedures and plans; manage retail services and contracts; oversee building security; create, implement and maintain a comprehensive marketing plan for Wyoming Union services and programs.

Specific to Associate Director, Wyoming Union (Activities):

- Manage the coordination and delivery of a comprehensive calendar of educational, recreational, cultural, developmental, and leadership programs for University of Wyoming students through the Campus Activities Center, Center for Volunteer Service, Student Activities Council, Concerts & Convocations, ASUW funded recognized student organizations and Wyoming Union Programming; develop and monitor event promotion; negotiate and monitor contracts.

SUPPLEMENTAL FUNCTIONS:

- Assess and evaluate programming and services needs and recommend enhancements, changes, or new programs; provide data and assessments on success of respective areas; write articles and papers.
- Serve on department, division, or University committees, as assigned.
- Assist with special projects as assigned.
- Enhance customer relations through the Wyoming Union.

COMPETENCIES:

- Individual Leadership
- Innovation
- Strategic Planning
- Developing Organizational Talent
- Decisiveness
- Meeting Membership
- Independence
- Work Tempo

MINIMUM QUALIFICATIONS:

Education: **Master's degree in College Student Personnel, Counseling, Higher Education Administration, or human behavior-related field**

Experience: **4 years work-related experience**

Required licensure, certification, registration or other requirements:

- **Some positions may require a valid driver's license**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Current University Regulations and applicable state, federal and local laws and regulations.
- University accounting/budget system.

- Public relations techniques.
- Contract negotiation and preparation.
- Student program development, implementation, supervision, and assessment.
- Financial/business analysis techniques, budgetary principles, practices and procedures.
- Contract development, implementation, and supervision.
- Report preparation, including budget and expenditure tracking.
- Policy development and revision.
- Human resources policies, practices, and procedures.
- Customer relations/service principles and techniques.
- Organizational structure, workflow, and operating procedures.
- Faculty and/or staff hiring procedures.
- Personal computers and word processing, database, and spreadsheet software applications.

Specific to Associate Director of Operations:

- Comparable sized facility management.
- Marketing strategies, processes, and available resources.
- Budget and revenue development.
- Operation plans and procedures.
- Major project development, implementation, supervision, and assessment.
- Risk management issues as they relate to operating a public facility.
- Lease and/or property management skills.

Specific to Associate Director of Activities:

Knowledge of:

- Event promotion and production.
- Student organization practices.
- Leadership development theories and practices.
- Advising student group leaders and advisors.
- Risk management issues as related to program and event production.

Skills and Abilities to:

- Manage and supervise projects.
- Lead work groups/committees.
- Creatively plan and budget programs.
- Assess program needs and evaluation processes.
- Establish working relationships with student government, student organizations, and faculty/student committees.
- Evaluate operational procedures and policies and develop and implement new strategies for designated areas.
- Maintain accurate and detailed financial and personnel records.
- Effectively communicate with others, both orally and in writing.

- Provide budget management, planning, assessment, goals and strategies.
- Make administrative/procedural decisions and judgments.
- Supervise and train staff, including organizing, prioritizing, and scheduling work assignments.
- Identify and secure alternative funding/revenue sources.
- Work independently or as a member of a team.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment; occasional travel for training or conferences. May require light lifting or moving of equipment, furniture, and boxes.

DISTINGUISHING FEATURES:

Assistant Director: The Assistant Director assists the Unit Administrator with the operational, financial, and personnel functions of the unit or directs a specified entity within the unit.

Associate Director: The Associate Director level acts with full-delegated authority as Director. As the Unit Administrator directs the operational, financial, and personnel functions of the unit including fiscal planning and management and strategic planning, hiring, firing, grievances and conflict resolutions, employee evaluations. The majority of support staff report directly to this level. The Associate Director level is the senior level and direct successor to the Unit's Appointing Authority in their absence.

In a Unit with both an Associate Director and Assistant Director Level: the Associate Director level is the level with a much broader scope of responsibility and is called upon to "act as Director with full decision-making authority in their absence." In a Unit with only one level (either an Associate Director or an Assistant Director), whichever level is present may be called on to temporarily "act on behalf of Director in their absence, as directed."

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.