



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 07/15
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Supervisor, Student Union Operations

JOB SUMMARY

This position oversees the daily operations of the Student Union, including building reservations, set-ups, and scheduling of all daytime, evening, and weekend employment. Works closely with the Assistant Director to ensure quality programming. Coordinates department financial responsibilities including daily deposits, IDTs, requisitions, and purchase orders. Advises Student Union Art Gallery Board. Updates all policies and procedures in written format as needed. Work is performed under general supervision with evaluation based on results obtained and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Student Union & Conference Services

Supervises: Student Assistants, Information Booth Attendants, Graduate Assistants

ESSENTIAL DUTIES - May include, but not limited to the following:

- Oversees the daily operations of the Student Union, including building reservations, set-ups, and scheduling of all daytime, evening, and weekend employment.
- Assists Assistant Director in programming efforts.
- Trains, supervises and schedules Student Assistants.
- Assists in updating building policies and procedures.
- Initiates work orders and reports of maintenance problems to Facilities.
- Deposits daily deposits.
- Processes IDTs, requisitions, and purchase orders.
- Advises Student Union Art Gallery Board.
- Assists with budget planning.
- Conducts marketing, reservation software and web site updates.
- Assists with marketing for Dallas and Houston Student Life programs.

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- Serves on division and university wide committees as needed.
- Performs general office duties such as filing, phone, copies, etc.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Bachelor's degree required in job related field of study. Master's degree preferred.

EXPERIENCE

Two years of progressively responsible experience in the fields of Student Development, Facility Administration or a closely related area including experience in reservations, scheduling, and supervision preferred. Additional job-related experience may substitute for required degree on a year- for year basis.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Ability to plan, direct, and evaluate a complex operation, using human resources power, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to work with a diverse student population.
- Ability to demonstrate an understanding of group development.
- Ability to handle multiple projects.
- Ability to work recurring peak periods of work, irregular hours, short deadlines, and limited staff require a substantial level of stamina.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to communicate effectively -orally, by phone, in person, and in writing.
- Ability to respond to emergency situations in a timely manner.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is performed indoors and/or outdoors. The noise level is usually moderate to loud.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____

Date: _____

Employee Printed Name: _____

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Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.