

California State University, Fresno Association, Inc.

ASSISTANT DIRECTOR – RESNICK STUDENT UNION

JOB ANNOUNCEMENT #22-316

POSITION SUMMARY:	<p>Full-time, benefited position available for the University Student Union. Under the general direction of the Associate Director of Facilities and Operations, the Assistant Director provides management and oversight of the Resnick Student Union (RSU) facilities, operations, and associated personnel. This position plays a vital role in advancing the unit’s mission to foster student engagement in co-curricular student learning and campus community-building experiences. As a senior staff member, they participate in developing, executing and assessing strategic plans and annual goals and objectives. Leads the operations of Resnick Student Union including reservations office, welcome/information center, conferences, meeting and event services, RSU custodial, RSU maintenance, RSU financial and administrative support functions.</p>
ESSENTIAL JOB FUNCTIONS:	<p>The Assistant Director will be responsible for the following typical duties that include, but are not limited to:</p> <ul style="list-style-type: none"> • Responsible for providing overall management and direction to the operational needs of the RSU, and other locations booked by RSU/Student Involvement staff. Specific to the RSU, oversee the Reservations, Information Center, RSU conference rooms, and the ballroom. Including the technical support for RSU. Ensure each area contributes to an outstanding customer experience. • Recruit, hire, train, supervise, schedule, provide ongoing development and evaluate RSU facilities and operations professional staff members and student employees. Monitor their work activities, provide training and feedback, and set expectations to utilize their abilities to the fullest extent. • Work in partnership with the Associate Director to oversee daily custodial and room set up activity assure cleanliness of facilities and annual special custodial projects. • Assist with managing safety and security processes for RSU facilities under the supervision of the Associate Director: <ul style="list-style-type: none"> ○ Coordinate an effective maintenance work order system. Contract for inspection and maintenance of facility systems including HVAC, Solar Panels, electrical, plumbing, fire prevention and suppression, elevator. Coordinate maintenance, repair, inspection and renovation projects with Physical Plant staff, Association, and external vendors. Maintain accurate facility and equipment inventory. • Assist in creating/revising policies and procedures to support or address student success and safety in collaboration with Association, Risk Management, Campus Safety, Facilities Management and other resources. • Aid in the creation of annual operating and capital improvement budgets, and monitor spending and income against budget. Approve purchases, process accounts payable and receivable, oversee cash handling practices. Administer payroll function for all auxiliary employees in the department. Negotiate and review contracts, agreements and funding requests exercising sound fiscal stewardship. Assist with retail vendor contracts. • Participate in the establishment of student learning outcomes for facility operations units, and ensure learning, satisfaction and benchmarking assessments are conducted and analyzed regularly. Collect, analyze and report on data regarding facility operations. • Provide exceptional level of service in responding to inquiries, providing information to external and internal clients, recommending and implementing solutions to problems. • Provide advising to individual students and professional staff members, effectively managing sensitive/confidential information and issues with diplomacy and respect. • Perform related duties as assigned.
POSITION REQUIREMENTS:	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.</i></p>

	<p><i>Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • Bachelor's Degree required; Master's degree preferred. Course work in Student Affairs, Business Administration, Recreation, Hotel Management or related fields are preferred. • Three (3) to five (5) years of professional experience in a building operations, event center or related experience, with two (2) of those in a leadership or management level position. • Valid driver's license with proof of auto insurance as driving is a requirement of this position.
COMPENSATION:	\$5,200.00 per month. Benefits include medical, dental, vision, life insurance and retirement, vacation, sick, and holiday pay.
DEADLINE:	Application review begins May 5, 2022; open until filled
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/ for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu</p>

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>

Employment for this position is by the California State University, Fresno Association, Inc. This is not a State of California position.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER

California State University, Fresno Auxiliary Services is proud to be part of the Fresno State community. As part of the campus community, Auxiliary Services follows the CSU policy that requires all faculty, staff and students who are accessing campus facilities at any university location to be immunized (fully vaccinated) against the virus that causes COVID-19. The policy does allow for medical or religious exemption from the immunization requirement. Auxiliary Services requires all of its employees to be fully vaccinated against COVID-19 or present a medical or religious exemption and any appropriate backup documentation. Fully vaccinated is defined as having received the dose at least 14 days prior to being on boarded, if selected. Current and new employees are required to adhere to this policy by September 30, 2021 and remain in adherence after that date.