



Job Title	Assistant Director, Student Union	Job Code	FS0812
Pay Plan	A&P	Pay Grade	17
Union	Non-Union	FLSA Status	Exempt
Job Family	Facilities	Union Code	000
		Subfamily	Property/Building Management

Job Family & Subfamily Summary

Facilities Professionals plan, design, manage and/or perform activities related to the maintenance, construction and/or installation of facilities, infrastructure and grounds.

Property/Building Management Professionals plan, coordinate, manage, and/or supervise buildings, centers, or facilities. Typically includes facility scheduling and coordination of maintenance activities. Also prepares the annual budget, manages related accounts, monitors and reports on expenditures.

Job Summary

Responsible for day-to-day event operations within all Student Union-managed facilities and outdoor programming spaces.

Representative Duties

1.

- Manages event setup and technical staff, audio-visual equipment, technology, equipment inventory, and related budget lines
- Supervises and trains staff for all Student Union event setups and event audio/visual needs

2.

- Manages current audio/visual equipment inventory, including both temporary and installed systems
- Oversees installation and servicing of equipment
- Responsible for evaluating current equipment, conducting and tracking event services inventory, and updating counts in event-related software as needed
- Oversees audio/visual equipment and furniture budgets
- Responsible for making purchasing recommendations based on industry standards
- Coordinates event support and advises customers on the usage of facilities and equipment
- Advises event coordinators on audio/visual equipment and installed systems
- Strategizes with event services team to ensure cohesive event team implementation and visioning

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
4+ years of relevant work experience 1+ years of leadership experience		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.