



Job Title	<u>Associate Director, Student Union</u>	Job Code	<u>SD0730</u>
Pay Plan	<u>A&P</u>	Pay Grade	<u>19</u>
Union	<u>Non-Union</u>	FLSA Status	<u>Exempt</u>
Job Family	<u>Student Development & Enrollment Services</u>	Union Code	<u>0</u>
		Subfamily	<u>Student Involvement/ Leadership</u>

Job Family & Subfamily Summary

Student Development & Enrollment Services Professionals develop, implement, facilitate, and evaluate various programs focused on assisting students in successfully integrating into the University environment.

Student Involvement/Leadership Professionals provide quality programs and leadership opportunities that enrich the student experience and enhance the campus environment.

Job Summary

Responsible for direction and supervision of Event Services. Oversees the marketing and public relations efforts of the Student Union. This includes all media requests, marketing initiatives, website maintenance, public records requests, and special projects.

Representative Duties

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- Provides strategic vision and expectations for event reservation process, space usage, customer service, and community relationships
- Establishes and achieves monetary goals for the Student Union operations
- Advises and assists the Director in planning, directing and reporting program activity, and developing and implementing procedures for the Event Services team
- Supervises event planning and operations teams
- Guides audio visual and technical purchases, implementation, and servicing
- Tracks usage of a/v equipment, furniture, and additional inventory for budgeting and usage purposes
- Assists with integration of various computer programs
- Provides strategic planning in relation to divisional efforts and serves as UCF Foundation liaison
- Conducts major assessment initiatives for the Student Union and its operations
- Coordinates among Student Union staff regarding facility hours and student staffing. Interprets administration policies and makes recommendations for further advancement of the facility to the Director
- Serves as the Director in the absence of the Director as needed including on university, system-wide, or state committees such as university assessment and website design committee
- Oversees Student Union initiatives and programming as well as marketing and public relations

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
6+ years of relevant work experience 2+ years of leadership experience OR 4+ years of relevant work experience with a Master's Degree 2+ 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.