



<b>Job Title</b>	<u>Director, Student Union</u>	<b>Job Code</b>	<u>SD0733</u>
<b>Pay Plan</b>	<u>A&amp;P</u>	<b>Pay Grade</b>	<u>21</u>
<b>Union</b>	<u>Non-Union</u>	<b>FLSA Status</b>	<u>Exempt</u>
<b>Job Family</b>	<u>Student Development &amp; Enrollment Services</u>	<b>Union Code</b>	<u>0</u>
		<b>Subfamily</b>	<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 development, implementation and interpretation of policies and procedures necessary for the successful management of the Student Union, Ferrell Commons, Memory Mall, campus event centers, and All Knight Study facilities. This includes the scheduling of events, facility renovations and construction, programming, and assessment. Also responsible for Activity and Service Fee budget.

**Representative Duties**

1.

- Directs the daily operations of the Student Union and satellite facilities
- Formulates and administers an annual operating budget in excess of \$6 million
- Supervises staff and the associated campus event reservations that total more than 25,000 annual bookings.
- Supervises the Knights Pantry, the campus philanthropic effort to assist students with food insecurity
- Plans, coordinates, and implements development of needs/growth plan for facilities within the entire division of Student Development and Enrollment Services
- Provides oversight and future planning for all minor and major construction projects within the division

<b>Education, Experience, Skill Requirements</b>		
	<b>Required</b>	<b>Preferred</b>
<b>Education Level</b>	Bachelor's	Master's
<b>Certification(s)</b>		
<b>Licensure(s)</b>		
<b>Work Experience</b>		
8+ years of relevant work experience 3+ years of leadership experience OR 6+ years of relevant work experience with a Master's Degree 3+ years of leadership experience		
<b>Additional Requirements</b>		

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

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**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.**