

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title:** ASSISTANT DIRECTOR, WYOMING UNION

**Reports To:** Designated Supervisor

**UW Job Code:** 3794

**UW Job Family:** 35 - Student Service Management Support

**SOC Code:** 25-9099

**FLSA:** Exempt

**Pay Grade:** 22

**Date:** 8-18-99 (revised 3-21-01; 7-1-02; 1-24-03; 3-5-03; 7-1-04; 1-7-13)

### **JOB PURPOSE:**

Assist the Director of the Wyoming Union with the operational, financial and personnel functions of various areas (Campus Activities Center or the Center of Service, Leadership, and Community Engagement); independently direct and manage the coordination and delivery of a comprehensive calendar of varied student activities and programming for the University of Wyoming.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manage the coordination and delivery of a comprehensive calendar of educational, recreational, cultural, developmental, leadership, volunteer and civic engagement programs for University of Wyoming students through the Campus Activities Center or the Center for Service, Leadership, and Civic Engagement; develop and monitor event production and promotion; negotiate and monitor contracts.
- Plan and manage the financial functions, activities and fiscal affairs for designated areas, including budget and revenue development; prepare reports and budget proposals, and monitor expenditures.
- Participate in Wyoming Union policy development or revision, strategic planning, and decision-making; coordinate the development and operations of the Campus Activities Center or the Center for Service, Leadership, and Civic Engagement; develop operating plans and procedures for the respective area.
- Responsible for the recruitment, supervision, performance management, training and development of staff and students. Assures compliance with university, state and federal regulations and employment practices.
- Direct, coordinate, or supervise major program initiatives for the University, as assigned.
- Enhance customer relations throughout the Wyoming Union.

## **SUPPLEMENTAL FUNCTIONS:**

- Assess and evaluate programming and services needs and recommend enhancements, changes, or new programs. Provide data and assessments on the success of respective areas. Write articles and papers.
- Serve on department, division, or University committees, as assigned. Teach leadership classes. Assist with special projects as assigned. Enhance customer relations through the Wyoming Union. Participate in performance-related goal setting and achievement to meet personal and organizational goals and objectives. Attend and participate in training and other professional development activities.

## **COMPETENCIES:**

- Independence
- Work Tempo
- Strategic Planning
- Developing Organizational Talent
- Service Orientation
- Individual Leadership

## **MINIMUM QUALIFICATIONS:**

Education: **Master's degree in College Student Personnel, Counseling, Higher Education Administrative, or a related field**

Experience: **3 years work-related experience**

Required licensure, certification, registration or other requirements:

- **Some positions may require a valid driver's license**

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Current University Regulations and applicable state, federal and local laws and regulations.
- Contract negotiation and preparation.
- Program development, implementation, supervision, and assessment.
- Coordination and supervision of program initiatives.
- Data collection, interpretation, and analysis.
- Effective supervisory methods and practices, including employee training and development.
- Budget and fiscal management principles and procedures.
- Community outreach practices.
- Training design and techniques.
- Working with diverse populations and a volunteer workforce.
- Student and leadership development theories, practices, and programs.
- Service learning strategies and assessment.
- Event planning, promotion, coordination, and production.

- Student organization practices on a college campus, including advising student leaders and advisors.
- Leadership development theories and practices.
- Risk management issues as related to respective area.

Skills and Abilities to:

- Coordinate, manage and supervise projects.
- Communicate and work effectively with a wide range of diverse campus and community populations.
- Evaluate operational procedures/policies and develop and implement new strategies for designated areas.
- Meet project deadlines, and manage multiple tasks with continual interruptions.
- Make administrative/procedural decisions and judgments.
- Hire, develop, supervise, train and evaluate employees.
- Plan, implement, and evaluate programs.
- Develop, plan, and implement short- and long-range goals.
- Manage, monitor, and plan budgets.
- Negotiate and manage contractual agreements.
- Identify and secure alternative funding/revenue sources.
- Develop and/or present educational or training materials for small and large groups.
- Investigate, analyze information, draw conclusions and make recommendations.
- Develop, maintain and assess leadership minor program.

### **WORKING CONDITIONS:**

No major sources of discomfort, standard office environment; occasional travel for training or conferences. May require light lifting or moving of equipment, furniture, and boxes.

### **DISTINGUISHING FEATURES:**

**Assistant Director:** The Assistant Director assists the Unit Administrator with the operational, financial, and personnel functions of the unit or directs a specified entity within the unit.

**Associate Director:** The Associate Director level acts with full-delegated authority as Director. As the Unit Administrator directs the operational, financial, and personnel functions of the unit including fiscal planning and management and strategic planning, hiring, firing, grievances and conflict resolutions, and employee evaluations. The majority of support staff report directly to this level. The Associate Director level is the senior level and direct successor to the Unit's Appointing Authority in their absence.

**In a Unit with both an Associate Director and Assistant Director Level:** the Associate Director level is the level with a much broader scope of responsibility and is called upon to "act as Director with full decision-making authority in their absence." In a Unit with only one level (either an Associate Director or an Assistant

Director), whichever level is present may be called on to temporarily "act on behalf of Director in their absence, as directed."

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.