

Classification	Director of Lowman Student Center
Grade	NC
Working Title	
FLSA Status	Exempt
Position Class Code	1M170
Full Time Part Time	Full Time
Educational and Experience Requirement	Bachelor's degree required in Education, Institutional Management, Student Personnel Administration or related field. Five years experience in an administrative position in student center operations/student activities or experience in a related field. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.
Nature & Purpose of Position	Oversees all aspects regarding the daily operation of the student center, along with exhibiting coordination with the varied programs offered through Student Activities, Academic Affairs, and on-campus and off-campus communities. Develop, establish and update all facility-related policies and procedures through appropriate channels.
Primary Responsibilities	Responsible for the total facility operation of the Lowman Student Center and the strategic marketing of the facility and the services offered to students, staff, and faculty, in addition to off-campus constituents. Oversees all fiscal, personnel, and facility matters of the department. This includes, but is not limited to, budget preparation and supervision, personnel selection and evaluation, and facility improvement and ongoing maintenance. Works with a student advisory committee and will coordinate, assist, and/or plan university extracurricular activities. Will serve on various university and Division of Student Services committees as requested or assigned. Performs other related duties as assigned.
Other Specifications	Contact daily with other campus departments, faculty, administrative staff, parents, students, alumni, and the general public. This position may be designated as a Campus Security Authority (CSA).
Supervision Given and Received	Directly supervises the Reservations Coordinator, Assistant Director for LSC Facility Operations, and the central office personnel including student employees. Individual supervision is given to those staff associated within each area. Reports directly to and

receives general direction from the Associate Vice President for Student Services
Facilities and Operations.