



## **POSITION ANNOUNCEMENT**

*Official University Staff title: Program Manager I*

*Working title: Assistant Director of Operations*

**UNIVERSITY CENTERS**

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### **Position Overview:**

The Assistant Director of Operations reports directly to the Associate Director of University Centers, is an integral part of the administrative leadership team, and is responsible for leading the flow of operations for University Centers spaces and equipment. This position serves in a coordinating and liaison role with Blugold Central, Blugold Dining/Sodexo, Facilities Management, Purchasing, and University Police alongside many outside vendors. Coordinating functions include: all contracted building, equipment and inventory needs, work orders and preventative maintenance; scheduled and unscheduled food service equipment, furniture and flooring replacement; small and large capital improvement projects; vehicle maintenance and training and responding to many key functions to ensure smooth operations.

### **Primary functions**

- Responsible for upholding the University Mission through dedicated job performance and service excellence with a commitment to holistic student development
- Exhibits behaviors that properly represent the University's mission, vision and values including, but not limited to, taking substantive measures to create and maintain an inclusive environment free of bias, leading and communicating in a way that champions diversity, and creating inclusive awareness for greater understanding of diversity

### **Primary responsibilities**

- Work closely and meet regularly with campus partners including Blugold Central, Blugold Dining/Sodexo, Facilities Management, Purchasing, University Centers staff and University Police
- Oversee and initiate the flow of operations for University Centers spaces and equipment including the Davies Center, Hilltop, Zorn and Schofield Auditorium working closely with Facilities and Blugold Dining/Sodexo
- Facilitate communication with outside vendors for all University Centers equipment and technology for installation, maintenance, repair and replacement for annual and on-going building and space needs
- Oversee and understand purchasing requirements for on-going maintenance for indoor and outdoor building needs for the building spaces, production and technology equipment and dining operations equipment
- Maintain a plan to upkeep aesthetics and beautification of buildings and outside spaces in order to contribute to recruitment, retention and student satisfaction

- Initiates annual building walkthrough; repair, replace and troubleshoot maintenance issues as they arise
- Oversee Key Watcher administration
- Knowledge and understanding of inventory management systems
- Facilitate, manage and serve as key liaison for emergency preparedness and department COOP plan including assisting in the ongoing training related to emergency protocols, emergency responses, continuity of operations, planning, etc.
- Coordinate needs for fleet vehicles including maintenance and repair, mileage logs and charges; responsible for coordinating ongoing CVTC truck training for student employees

#### **Miscellaneous**

- Participate on leadership team informing departmental administrative policy and procedures development, interpretation, and implementation
- Represent University Centers on University-wide committees, task forces and working groups as appropriate
- Attend and participate in university functions outside of the department
- Other duties as assigned

#### **Required Qualifications/Knowledge, Skills, and Abilities**

- Associate's Degree plus 2 years of professional experience in Operations Management
- Ability to plan, coordinate, and oversee flow of operations
- Knowledge and experience with purchasing protocol and inventory management
- Superior interpersonal and customer service skills
- Ability to effectively communicate with diverse populations

#### **Preferred Qualifications/Knowledge, Skills, and Abilities**

- Bachelor's Degree plus 5 years of professional experience in Operations Management
- Knowledge and experience in the use of EMS (Event Management Software)
- Understanding of the importance of operating within state policies and procedures
- History of supporting and active understanding of campus EDI initiatives

**THE UNIT:** The University Centers unit consists of 25 FTE permanent staff members and approximately 100 student staff members, and is responsible for oversight of the student center, meeting and event venues, and onsite auxiliary services including a bookstore, a bank, and the campus food service. [www.UWEC.edu/centers](http://www.UWEC.edu/centers)

**UNIVERSITY and EAU CLAIRE COMMUNITY:** UW-Eau Claire, an institution of approximately 10,500 students and 1,100 faculty and staff, is consistently recognized as a top comprehensive university in the Midwest and is widely known as a leader in faculty-undergraduate research and study abroad opportunities. We strive for excellence in liberal education and select graduate and professional programs through our commitment to teaching and learning and dedication to our core values of diversity, sustainability, leadership, and innovation.

The City of Eau Claire, situated at the confluence of the Chippewa and Eau Claire rivers, is at the center of a metropolitan area of approximately 100,000 people located 90 miles east of Minneapolis/St. Paul. The area features beautiful parks and trails, strong public schools, a vibrant arts scene and local food culture, and abundant recreational opportunities.

**APPLICATION PROCEDURE:** Applications are submitted electronically. Please follow instructions found on the following UW-Eau Claire Web site:

<http://www.uwec.edu/Employment/uweccareers.htm>. You must login before you can apply. If you have not yet registered, click on the "Click here to Register" link to begin the registration process. If you are already a registered user, input your "User Name" and "Password" and select "Login." Click the link to position **Job ID # 14684** and then click the "Apply Now" button to submit your application electronically. Your application will not be considered complete until all required documents are attached and all required fields are completed.

**Please be sure you have included the following three attachments in PDF format:**

- Letter of application
- Resume
- Names and contact information for three professional references

Please direct requests for additional information to:

Jenni Sterling: [SterliJL@uwec.edu](mailto:SterliJL@uwec.edu) or 715.836.5904

To ensure consideration, completed applications must be received by **Sunday, September 16, 2018**. However, screening may continue until position is filled. The university reserves the right to contact additional references with notice given to the candidates at an appropriate time in the process. A criminal background check is required prior to employment.

The UW-Eau Claire Police Department is dedicated to maintaining a safe and secure environment for learning and working. Although crime at the University of Wisconsin-Eau Claire is limited, the University Police want students, faculty and staff to be aware of crime on campus and the area surrounding the campus. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires colleges and universities to disclose annual information about campus crime. Visit the Campus Security and Fire Report (<https://www.uwec.edu/human-resources/employment-opportunities/job-openings/upload/AnnualSecurityandFireReport-2.pdf>). Also visit our Campus Security Authority policy (<https://www.uwec.edu/human-resources/employment-opportunities/job-openings/upload/CleryCompliancePolicy.pdf>).

***UW-Eau Claire is an AA/EEO/Veterans/Disability employer  
dedicated to enhancing diversity, equity, and inclusion.***