

From ILA's Leadership Jobs Board

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Assistant Director for Student Union Facilities

SUNY Brockport

Brockport, NY

Closing Date: Until Filled

Salary: \$53,245

Description :

Located in Western New York, State University of New York College at Brockport is a nationally recognized and accredited public institution with competitive state health insurance and retirement plan options. SUNY Brockport also includes Brockport Downtown and sponsors the Rochester Educational Opportunity Center (REOC), both located in Rochester, NY. We are an inclusive employee-oriented university. Be yourself and start your career here. Help us build a better Brockport!

Job Summary:

SUNY Brockport is currently accepting applications for an Assistant Director for Student Union Facilities. The person in this role is responsible for the overall day-to-day facilities management and operation of the Seymour College Union. They will ensure the Seymour College Union is a welcoming environment for student life. Additionally, they will lead the overall management and development of the Student Union student building managers and information desk attendants; including recruitment, training, evaluation, and supervision, and consistently ensuring policies and procedures are adhered to. The Assistant Director represents varied interests and ensures a vibrant place for students to socialize, eat, study, relax, perform, and play. Reports to the Student Union, Leadership & Activities Director.

Minimum Qualifications

- Bachelor's degree by time of appointment from a college or university accredited by the U.S. Department of Education or an internationally recognized college or university.
- Paraprofessional experience with a combination of facilities management, budget management, event planning, technical (audio-visual) knowledge, advising and programming, in a student union setting.

- The ability to manage organizational processes, including human resource needs of staff members, in a consistent and equitable manner.
- Knowledge of the fundamental principles of student development is essential, as is an understanding of the principles of higher education within the context of a vibrant public comprehensive college.
- Computer skills, including a working knowledge of social media, Microsoft Office, EMS, employee scheduling software and desktop publishing.
- Ability to show initiative in day-to-day functions, work independently, and function as part of a team.
- Ability to handle several tasks simultaneously and to prioritize these tasks efficiently.
- Demonstrated experience working with students and colleagues from diverse backgrounds including BIPOC students, LGBTQ students, first-generation students, students with disabilities, and other underrepresented groups.

Preferred Qualifications:

- Master's degree in Higher Education, College Student Personnel, Counseling, or Administration.

Work Schedule: M-F day hours, some nights and weekends

Salary and Benefits: Minimum salary: \$53,245. May be benefits eligible; more information at Careers@Brockport. This position is not eligible for visa sponsorship.

Application Information:

Visit jobs.hr.brockport.edu to complete an application including your letter of application that addresses required and preferred qualifications, resume/CV, and contact information for three professional references.

Web: <https://careers.pageuppeople.com/788/cw/en-us/job/496160/assistant-director-for-student-union-facilities>