

The University of Akron  
Classification Specification

<b>Job Title:</b>	Coord Student Union Facility Management	<b>Job Code:</b>	47522
<b>Job Function:</b>	Staff	<b>Grade:</b>	118
<b>Job Family:</b>	Classified	<b>FLSA:</b>	Non-Exempt
<b>SOC Description:</b>	7000 Student Services Division	<b>Date:</b>	11/17

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**Job Summary:**

Oversee management of building equipment, repair and replacement, facility improvement and technology needs for the Student Union, department staff and clients.

**Essential Functions:**

35% Oversee building equipment, repair and replacement and facility improvements. Maintain building equipment inventory records. Serve as the primary facility contact with Physical Facilities for facility repairs. Serve as liaison to building tenants. Be knowledgeable of the maintenance commitment outlined in contracts with retail areas in the Student Union and provide exceptional customer service for contracted maintenance responsibilities.

35% Oversee sound, lighting, audio visual technology and computer operations, identify and implement ongoing technology projects, coordinate technology support, training and equipment maintenance for the Student Union facility, department staff and clients. Maintain technology equipment inventory records. Serve as the primary staff contact with computer services and clients for technology needs.

10% Lead assessment initiatives in the Student Union maintenance and technology areas. Participate in preparing short/long range goals and initiatives for the facility and technology improvements.

10% Facilitate the continued development and implementation of a comprehensive emergency and crisis management plan.

10% Participate in the department student employment program to help develop, mentor and retain student employees. Assist Coordinator, Student Union with special projects. Perform other duties as assigned.

**Education:**

Requires a relevant Associate Degree.

**Licenses/Certifications/Requirements:**

None.

**Experience:**

Requires a minimum of 2 years experience in facility management of a student union, conference center or related business required. Requires a minimum of 2 years experience in technology related fields with current knowledge of sound, lighting, audio visual technology and computer support. Experience working with students of diverse educational, racial, ethnic and cultural backgrounds required. Excellent written and oral communications skills required. Strong customer service required. Demonstrated leadership ability preferred. Experience with PeopleSoft and Microsoft Office preferred. An articulate understanding of the mission, culture, climate and environment of a metropolitan university preferred.

**Leadership:**

Responsible for directing and monitoring the work of student and/or temporary workers.

**Physical Requirements:**

Moderate physical effort required involving long periods of standing, walking on rough surfaces, bending and/or stooping; periodic lifting of moderately heavy items (over 25 lbs. -- 50 lbs.).

**Working Conditions:**

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems.

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The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.