

# Position Description

**Position Title:** Executive Director of Student Union Life

**Classification:** Unclassified

**Function of Work:** Oversee all aspects of Student Life, the Friedman Student Union, Union Facility Use, and NSU Summer Camps.

**Supervision Received:** Dean of Students

**Supervision Exercised:** Director of Greek Life and SGA; Director of Student Activities and Organizations, Graduate Assistants; Student Workers

**Qualifications:** Master's Degree

## Responsibilities

- Supervise:
  - Student Activities Board
  - Recognized Student Organizations
  - Greek life
  - Student Government Association
- Supervise all aspects of scheduling all events in the Student Union for University and Non-University Groups.
- Work closely with Red River to ensure a level of cleanliness is kept in the Student Union.
- Work closely with the NSU Physical Plant to keep the building in working condition.
- Serve as building manager for the Student Union and the Student Services Center. In charge of keeping the buildings in safe and orderly conditions.
- Work closely with Steve Kauf from Sodexo to keep their areas of the Union in good, clean, and functioning.
- Work closely with Barnes and Nobles to keep their areas of the Union in good, clean, and functioning.
- Keep the University wide EMS system updated and working.
  - Work with all RSO's to update their account information and reservations
  - Work with Departments and building managers to troubleshoot EMS issues
  - Work with Greek Life for event bookings (majority of bookings are Greek Life)
  - Work with IT Department to import the entire academic import (Basically reserve rooms for all classes)
- Collect the Quarterly reports for the Environmental Health and Safety Office for all Student Affairs Staff located in the Union and the SSC.
- Serves as property custodian for the entire inventory in the Student Union.
- Works with other building managers to help them book Non-University groups. In charge of invoicing, collecting money and collecting proper insurance and forms from groups.
- Chairs Traffic and Appeals Committee which meets monthly to hear ticket appeals

- Serve on the Scholarship Appeals Committee
- Teach a section of UNIV 1000.
- Assist with all major Student Life events. Handles logistics of running the events.
- Schedule all summer camps on the NSU Campus.
  - Serve as the main University liaison for Boys and Girls State Summer Camps.
- Serve as an ex-officio member of the Facility Use Committee.
- Serve as key manager for all Student Union Employees.
- Oversee 10-15 student workers who manage the building on the evening and weekend year round.
  - Timecards/Payroll
  - Scheduling
- Answer a myriad of random questions from students, faculty and guests, as our office serves as the main hub for the building.
- Update the Student Union page of NSU's website.