



Position: Director, University Center

Position Description: The University of Montana invites applications for the position of University Center Director. The Director of the University Center is responsible for directing and administering all programs, activities, products and services within the University Center (UC); has the overall responsibility for the fiscal, facility, personnel, and student programming aspects of the UC; represents the organization to all of its many publics; and reports to the Vice President for Student Affairs.

Duties:

- **Service Delivery** – plans, directs and evaluates the effectiveness of the products, services, programs and activities which comprise the UC operation; and offers recommendations to the various areas within the facility on an ongoing basis; ensures that services are marketed appropriately to the campus and that the facility provides the optimum mix of food and retail services to meet the needs of the campus community; and determines strategic direction for the UC.
- **Staff Oversight** – directs a personnel program for a staff of 30 employees, setting policies, procedures, training and standards for performance.
- **Facility Management** – evaluates and develops strategy for improvements, maintenance, major repairs and restoration of a 200,000 square foot facility; plans for new construction and additions to the UC; and ensures that the design of building spaces responds optimally to campus needs.
- **Program Development** – oversees the development of a broad range of programs that provide an outlet for recreation, encourages involvement in student organizations, fosters the development of leadership skills and other cultural and entertainment activities; sets level of achievement for operations; and ensures that the organization is "market-driven" in all activities, programs and services.
- **Budget Management & Revenue Generation** – proposes and administers the operations budget and establishes fiscal control, sustains a sound fiscal status to ensure a positive cash flow, maximizes revenue generation (i.e., recruiting retail businesses as tenants, generating revenue from meeting/conference facilities and engaging in other entrepreneurial activities); and develops and implements the capital budget.
- **Constituent Relations** – provides leadership to and facilitates the work of the UC Board by developing building policies, budgets and plans; maintains working relationships with building tenants and oversees lease agreements; and represents the University Center in its interactions with other University departments, the Missoula community and the many publics served by this facility – students, faculty, staff, alumni and guests.