



Savannah State University Position Description – Auxiliary Services Business Manager

Position Title: Auxiliary Services Business Manager FLSA Status: Exempt
Reports to: Director of Auxiliary Services
Department: Auxiliary Services
Date Prepared: May 21, 2008

BASIC FUNCTION

The Auxiliary Services Manager provides assistance to the director in the administration of various entrepreneurial operations and services provided to University constituents.

NATURE & SCOPE

The position is critical to the effective and efficient operation of several auxiliary operations of the University. The position ensures that the maximum revenue is obtained from various auxiliary operations. The incumbent ensures that contractual agreements are to benefit the University and that University property and assets are protected at all times.

PRINCIPAL ACCOUNTABILITIES

- Vending Contracts (Snack, soft drink, and laundry)
- Copy Services Contract (To include student copiers)
- Student Athlete Insurance Program
- Rental or Other Contract Agreements related to Athletic or other Auxiliary Facilities
- Athletic Transportation Coordinator Liaison
- Athletic Event Ticket Management
- Represent Auxiliary Services on committees/project teams as assigned.
- Responsibility for budget development and financial management for all team sports operations, including approving expenditures and tracking revenue
- Filing end-of-year reports with NCAA and Department of Education
- Other duties as assigned

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

Bachelor's degree in Business related major. Four years experience in entrepreneurial ventures, preferably in a College/University setting. Experience managing budgets for multiple operating units, with developing projections, and periodic reports.