



Savannah State University Position Description – Director – Auxiliary Services

POSITION DESCRIPTION

Position Title: Director – Auxiliary Services FLSA Status: Exempt
Reports to: Vice President
Department: Auxiliary Services
Date Prepared: June 2008

BASIC FUNCTION

This position exists to manage the division of Auxiliary Services, which is an organization with the Office of the Vice President for Fiscal Affairs, responsible for providing services both directly and indirectly to students, faculty, staff and the university's community. By policy of the Board of Regents, the division must be totally self-supporting with no state funds allocated.

NATURE & SCOPE

Reporting directly to the Vice President, the incumbent in this position is responsible for preparing, controlling and monitoring all of the auxiliaries which include the Bookstore, Food Services, Vending, the Post Office and university transportation. The position has latitude to consider courses of action within broad university policies and short-term objectives however may not independently make decisions that may conflict with federal, state or university procedures.

As a team leader, the incumbent in this position leads a team by providing valuable input that leads to the accomplishment of missions or goals. On a regular basis, the incumbent in this position may interact with Residence Life, Food Services, Plant Operations, and vendors to ensure these goals are met.

PRINCIPAL ACCOUNTABILITIES

- Operates Auxiliaries on a self-sustaining financial basis, providing the best services at the lowest cost
- Supervises the University Bookstore operations
- Supervises the Business Office registration process
- Serves as a contract vending liaison
- Performs division planning and evaluations

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires a four-year college degree in addition to knowledge of Microsoft software, Banner and Peoplesoft. Knowledge of purchase order management techniques are also required supplemented by excellent communication skills.