

101 Vera King Farris Drive | Galloway NJ 08205-9441
stockton.edu

Title:

Director of Campus Center Operations (Unclassified)

Requisition Code:

S2200585

Location:

Galloway - Main Campus

Job Category:

Management

Department:

Campus Center Operations (340010)

Salary:

Salary commensurate with experience and is accompanied by an extremely competitive University benefits package.

Posted Date:

11/10/2022

Close Date:

N/A

Overview:

Stockton University is ranked among the top public universities in the Northeast with more than 160 undergraduate and graduate programs, as well as continuing education opportunities. The University, one hour from Philadelphia and two hours from New York City, offers unique living and learning environments throughout southern New Jersey, including the 1,600-acre Galloway campus in the Pinelands National Reserve and Stockton University Atlantic City, located in the University District, just steps from the beach and the iconic Atlantic City Boardwalk. Additional locations include Hammonton, Manahawkin and Woodbine. As a public university, Stockton provides an environment for excellence to a diverse student body, including those from underrepresented populations, through an interdisciplinary approach to liberal arts, sciences, and professional education. Founded in 1969, Stockton held its first classes in 1971. The University's commitment to cultural diversity and its welcoming and vibrant community makes Stockton a great place to learn and work! Learn more about the many reasons to choose Stockton at www.Stockton.edu.

Faculty and Staff are committed to support Stockton University's commitment to diversity and strong student-centered vision and mission.

Successful candidates will be required to show proof of their COVID-19 vaccine status prior to their start date. Religious or Medical waivers may be requested at the time of employment offer.

This is an in-person on campus, non-remote position.

In alignment with the strategic priorities of the Division of Student Affairs and those of the University, Stockton seeks an individual with experience in fostering inclusive environments for diverse

communities. This position plays a critical role in ensuring that the programs and services offered within the 154,000 square foot Campus Center promote a safe, inviting, and inclusive environment for student, faculty, staff and community engagement. Under the immediate supervision of the Executive Director of Event Services and Campus Engagement, the Director of Campus Center Operations serves as the lead operations manager for the Campus Center and represents the Office of Event Services and Campus Center Operations with high-profile events. The Director supports the event services function to efficiently and effectively schedule and coordinate facilities and support services for an operation that processes over 21,000 bookings annually. The Director should demonstrate passion and commitment to diversity and inclusive student success.

Responsibilities:

- Provide operational oversight of functions within the 154,000 square foot Campus Center facility including the Information Desk and guest services, the Game Room, and the use of operational technologies
- Train, supervise, and evaluate the Facility Coordinator, Graduate Coordinators, and support staff assigned to the Campus Center operations function. Oversee the development, implementation, and assessment of a comprehensive, departmental student staff employment program for more than 40 student employees
- Serve as the budget unit manager for the Campus Center operational and programming budgets totaling more than \$350,000. Oversee and manage Campus Center event ticketing services including the management and disbursement of approximately \$100,000 in generated ticket revenue
- Evaluate, schedule, and coordinate facilities and support services for high-profile, institutional, campus-wide events. Develop logistical plans and schematic drawings for events and serve as liaison to venue managers and support service providers. Serve as a member of the Commencement Core Planning Team to provide recommendations and to assist with on-site preparations and day-of-duties
- Lead efforts to market Campus Center programs and services. Oversee the development, marketing, implementation, and assessment of Campus Center programs and activities aimed at promoting the Campus Center as an inviting and inclusive space for the Stockton community and guests
- Establish, document, disseminate, and update operational procedures and continuity plans related to both the Event Services and Campus Center Operations functions
- Establish and maintain a system of regular inspections aimed at providing a healthy, safe, and professional environment within the Campus Center. Serve as a liaison to Campus Police, Facilities Planning, Plant Management, Risk Management, Environmental Health and Safety, and contracted vendors residing in the Campus Center for matters related to health and safety and campus-wide events
- Serve as liaison to the Division of Facilities and Operations regarding construction, renovation, refurbishing, and maintenance projects pertaining to the Campus Center and other campus event spaces
- Work with on and off-campus partners to develop and maintain an external catering registration process and approved vendor repository
- Work collaboratively with contracted auxiliary enterprises located in the Campus Center and serve as liaison to off-campus sites for matters related to building management and operations
- Serve as a departmental lead for assessment-related projects and initiatives. Assist with the use of technology to implement assessment, generate reports, and analyze data, and share findings
- Serve in the capacity of the Executive Director of Event Services and Campus Engagement in their short-term absence

- Perform other duties as assigned by Executive Director of Event Services and Campus Engagement, Assistant Vice President, Student Engagement and Community Development or Vice President for Student Affairs

Required Qualifications:

- Earned master's degree from an accredited institution
- Five years of professional experience in student union or related facility operations
- Experience supervising employees

Preferred Qualifications:

- Experience with fiscal matters including managing budgets and initiating quotes, contracts, and other expenditures
- Experience with facility inspections, enhancements, repairs, renovations, and/or construction
- Experience with event planning or scheduling
- Experience marketing programs and/or services
- Experience with training and evaluating employees
- Familiarity with the use of technology applications that support the functions of Event Services and Campus Center Operations
- Training in emergency preparedness and response protocols
- Demonstrated ability to work collaboratively with other campus or community partners

Required Documents:

Letter of Interest, Resume, Unofficial Transcripts

How To Apply:

Screening of applications begins immediately and will continue until the position is filled.

Only electronic documents will be accepted. Please complete the on-line application in addition to providing the following required documents. All required documents must be submitted in order for your application to move forward. You may upload documents using Microsoft Word or PDF

1. A letter of interest describing specific skills and experiences
2. A current resume
3. Unofficial transcripts
4. A list of three recent professional references (included in the application): Name, Organization, Email Address and Telephone

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC at (833) 691-0404.

Click [here](#) to apply.

Please note:

- Stockton University is an equal opportunity institution and encourages a diverse pool of applicants. Pursuant to Title IX of the Education Amendment of 1972, Stockton University prohibits discrimination on the basis of sex (including, but not limited to, the prohibition of sexual misconduct and relationship violence, sexual assault and harassment) in all of its educational programs and activities. Please visit http://www.stockton.edu/affirmative_action for information on Stockton's Equal Opportunity and Institutional Compliance processes. The University provides reasonable

accommodations as appropriate. An applicant may request a reasonable accommodation for any part of the application and hiring process by contacting Bart Musitano, Manager for University Pensions and Benefits within the Office of Human Resources (Main Campus, J-115) at 609-652-4384, Monday – Friday between 8:00am – 5:00pm.

- All offers of employment are contingent upon a favorable background check, which may include social intelligence from a consumer reporting agency.
- In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.
- Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (Clery Act), prospective employees may access Stockton's Annual Security and Fire Safety Report (ASF SR) at <https://www.stockton.edu/police/crime-statistics.html>. The ASF SR contains the previous three years of reported Clery Act crime statistics, fire safety information and information regarding campus and personal safety. Paper copies of the report are available at the Stockton University Police Department, Building 71, 101 Vera King Farris Drive, Galloway Township, NJ, or, call 609-652-4390 to request that a copy be sent via postal mail.