POSITION ANNOUNCEMENT

TITLE: ASSISTANT DIRECTOR OF AUXILIARY SERVICES
DEPT: AUXILIARY SERVICES

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE $62,400-$76,960

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater. All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: Concurrent* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

Under the direction of the Executive Director of the Auxiliary Services, the Assistant Director of Auxiliary Business Services assists in setting the overall direction of Auxiliary Services. The AD participates in the leadership and management of multiple functional units within Auxiliary Services University-wide. Work requires close adherence to College Policies and Procedures and applicable Federal and State laws. The incumbent ensures compliance with contract terms and monitors financial performance. This position acts as one of the primary liaisons between the institution and contracted service providers.

In collaboration with the Executive Director, the AD works to develop and implement policies and standards for Auxiliary service. Auxiliary services areas include, but are not limited to, conference & event services, bookstore, dining services, vending services, beverage exclusivity, golf course operations, childcare services, apartment living & off campus housing, student activities center, and student union operations/activities.

Administrative

- Serves as point of contact for and manages all assigned campus auxiliary services areas and operations.
- Collaborates with the Executive Director of Auxiliary Business Services in the oversight of assigned campus auxiliary related contracts to ensure compliance, operational management, and a high level of quality and innovative services.
- Responsible for the research and development of assigned auxiliary operations, including program creation and development, policy and procedure development, contract management and evaluation of products and services.
- Collaborates with appropriate university leadership and staff to ensure consistent services and growth of all auxiliary services and programs.
- Researches, presents information, and makes recommendations for new auxiliary programs, operations and locations.
- In collaboration with the Executive Director, develops policies and operating procedures regarding the administration and implementation of auxiliary services operations.
- Participates in the implementation of new policies, programs, and system technology to meet operational objectives for parking services.
- Participates in strategic planning, including unit planning, for the expansion of auxiliary services and programs.
- In collaboration with NMT’s Information Technology staff, develops and supports auxiliary services technologies and software programs.
- Manages multiple budgets for assigned auxiliary services operations; monitors, verifies and reconciles expenditures of budgeted funds. Analyzes revenue streams and expenses. Ensures compliance in the timely and accurate receipt of commissions and payments.
- Hires, trains, coaches, evaluates, and supervises assigned personnel.

Project Management
Prepares and presents routine and special projects, which may include statistical and financial analysis, research, data compilation and report preparation.

Assists the Director in reviewing and preparing Auxiliary Services annual effectiveness report and corresponding action plan in support of the University’s Mission Statement, Vision Statement, and Strategic Plan.

Assists the Executive Director of Auxiliary Business Services in both routine and special departmental projects, which may include statistical and financial analysis, research, data compilation, and report preparation. Collaborates with appropriate staff on assigned projects. Schedules tasks and coordinates with various constituents as directed to accomplish project results.

Responsible for planning, executing, and evaluating projects according to predetermined timelines and budgets. Explains project expectations and deadlines effectively. Ensures projects stay on track. Resolves any issues and solves problems throughout project life cycle. Tracks and reports on project milestones and provide status reports and updates to department leadership regularly.

Develops and conducts surveys and focus groups for assigned auxiliary operations and reports on findings. Uses data to develop unit plans and departmental strategies to improve service levels.

Support Strategic Initiatives

- Integrates Auxiliary Services programs into institutional goals & objectives. Responsible for developing RFPs in collaboration with department leadership.
- Assists department leadership in the planning and collaboration with Facilities Planning & Management in the design, coordination and managing of construction and capital projects.
- Assists the Executive Director in identifying, building and enhancing business relationships with other departments/individuals; develop proposals, make presentations, and coordinate integration of outcomes into department goals and objectives; assist in conducting evaluations and assessments of divisional programs and objectives
- Participates in national and state organizations which directly relate to the advancement of auxiliary services.
- Represents department leadership at meetings, events and other forums as needed. Serves as backup to all auxiliary personnel.

Other duties as assigned

REQUIRED QUALIFICATIONS:
Bachelor’s degree required - Area of study: Business Administration, Finance, Communications or related field with at least 5 years of experience. OR Master’s degree - Area of study: MBA, Student Affairs or related field and at least 3 years of experience.

Excellent organizational, planning, analytical, and problem solving skills required. Must be computer knowledgeable and proficient in Excel, Word required. Exceptional oral and written communication skills required. Interpersonal skills to work effectively with Auxiliary Services department directors, faculty, administrators, students, alumni, parents, and the public required. A valid NM Driver’s License required. Experience using Banner desired. Basic understanding of landlord/tenant law, excellent knowledge of the Residential Tenant Act, familiarity with AODA and accessibility standards desired. Property management desired. Bilingual to provide therapy in English and Spanish desired. Supervisory experience desired. Must be able to complete Defensive Driving Course within 30 days of hire.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 039, Socorro, NM 87801