

Spec. Code: 3840
Occ. Area: 03
Work Area: 172
Prob. Period: 6 mo.
Prom. Line: none
Effective Date: 12/13/72

***SUPERVISOR OF UNIVERSITY UNION OPERATIONS**

Function of Job

Under general supervision, oversees activities and services within a university union building.

Characteristic Duties and Responsibilities

1. checks room set-up before meetings and provides for last-minute changes
2. tours building to see that proper use is being made of facilities
3. handles requests for reservation of space
4. is available to employees for advice and direction
5. relieves the main desk clerks during rest periods
6. represents management to guests and patrons
7. handles emergencies that arise after regular office hours
8. receives complaints and suggestions
9. supervises employees of a university union during the absence of a regular administrative personnel
10. performs related duties as assigned

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. one year of experience in the operation of a housing and conference unit

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

none

Supervisor of University Union Operations

(REVISED)

*Supervisor, Education Center Operations

*Denotes Alternate Title for Class