JOB TITLE : SENIOR DIRECTOR AUXILIARY SERVICES

JOB FAMILY : AUXILIARY SERVICES

BAND : I

FLSA : EXEMPT

JOB CODE : 11407

Main Function:

Responsible for providing leadership, direction, and financial oversight for Housing & Residential Life, Cornell Retail Services, Cornell Dining, Conference & Event Services & Catering & Concessions.

Essential Duties and Responsibilities:

Responsibilities include management and advising on all matters pertaining to Auxiliary Service

Provide project management and budget planning and monitoring for major remodeling and construction projects. Manages contracts (includes negotiating price & terms for the contract, monitors the contract for compliance and makes recommendations) for the benefit of the University.

Supports supplier selection and contracting processes in coordination with Sourcing Managers on an as needed basis.

Act as subject matter expert concerning relevant Service Level Agreements to be included in agreements, based on scope and nature of supplier goods/services being delivered under the contract.

Responsible for fiscal management of departmental operations to ensure effective utilization of resources.

Prepares goals and objectives for department, prepares annual operating and capital budgets, reviews operational report monthly, pursues cost savings and continuous improvement within department.

Communicate regularly with management, contracted food service manager, contracted bookstore manager and other staff to monitor needs of all parties.
JOB PROFILE:

MINIMUM EDUCATION/ EXPERIENCE: Master’s degree and 7 to 10 years relevant experience or equivalent combination.

IMPACT: Accountable for activities which have a substantial impact on operations, resources or the University’s reputation.

CONTACTS INSIDE THE UNIVERSITY: Contacts are throughout the University and involve coordinating major activities and/or persuading others to take a particular course of action.

CONTACTS OUTSIDE THE UNIVERSITY: Contacts involve developing and making presentations and negotiating with others.

CONTACTS WITH STUDENTS: Frequent contact to provide information and instruction

SUPERVISION GIVEN: Responsible for providing supervisory direction to other managers.

COMPLEXITY: Continually required to develop new, imaginative or innovative solutions, services, products, processes or programs. Duties generally are numerous and extremely diverse and include a wide variety of unrelated processes and work methods. Work requires conceptual and imaginative thinking in a highly complex and uncharted environment.

LEVEL OF DECISION MAKING: Responsible for making decisions concerning policy-setting, research, planning or students.

EFFECT OF DECISION MAKING: Decisions directly affect an entire college or school administrative unit. Critical effect on students and employees

FREEDOM OF ACTION: Little direct supervision of activities, with considerable latitude for exercising judgment and self-direction.

WORKING CONDITIONS: Normal working conditions, including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.

*A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA.*