

JOB TITLE: MANAGING DIRECTOR-STATLER

JOB FAMILY : ADMINISTRATION

BAND : I

FLSA : EXEMPT

JOB CODE : 10553

MAIN FUNCTION :

Consistent with the minimum established evaluation factors stated on the reverse side:

Ensure efficient and effective operation of hotel/conference center to satisfy clients, the teaching mission of the School of Hotel Administration, and the financial goals of the hotel and school.

ESSENTIAL DUTIES & RESPONSIBILITIES :

Cultivate professional relationships and communication to attain the operational goals of the hotel and school.

Develop and administer operating standards, policies, and procedures for all staff and departments.

Conduct executive committee meetings; attend Statler Club Board of Directors meetings and periodically attend department and employee meetings.

Establish performance standards for managerial, supervisory, and line staff; supervise human resources training programs, student management intern programs, and all hotel labor relations.

Oversee the development and administration of budgeting, marketing, and staffing plans.

Ensure efficient and effective operation of hotel/conference center to satisfy clients, the teaching mission of the School of Hotel Administration, and the financial goals of the hotel and school.

Coordinate maintenance and renovation of facilities.

JOB PROFILE :

MINIMUM EDUCATION : Bachelor's degree or equivalent.

MINIMUM EXPERIENCE : More than 10 years of experience or equivalent.

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.