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UNIVERSITY CENTER & STUDENT ACTIVITIES

Position Reposting Announcement: University Center & Student Activities Coordinator

The University Center and Student Activities Department is seeking candidates to apply for a University Center and Student Activities Coordinator vacancy. New professionals are strongly encouraged to apply. The Department oversees the following areas: union facilities, operations, scheduling, maintenance, student publications, Greek life, student organizations, student leadership, campus programming board, multicultural programming board and freshmen year initiatives.

Texas A&M University-Corpus Christi is a comprehensive four-year public university that is part of the Texas A&M University System. At our beautiful campus located on its own 240-acre semi-tropical island, students can blend daily work in classes and laboratories with a stroll along the beach lined with palm trees, natural wetlands, and a view of downtown across the sparkling waters. With modern buildings, an extensive library, a magnificent Performing Arts Center, NCAA sports, recreational facilities, and many amenities that support an enjoyable quality of life, we are also a community. Enrollment is currently 9,500 students, with a goal of 15,000 students by 2015.

Duties: Coordinate University Center evening operations; closing, facility safety/security coordination, evening/weekend facility management. Demonstrated experience in planning, implementing and evaluating small to large scale university events. Demonstrated proficiency to develop and implement marketing strategies for a department and programs. Technical: Operate fixed and portable sound systems, lighting systems, multimedia equipment and standard A-V equipment. Supervision: Ensure quality service, programmatic success, participant safety and facility security, supervision of Breakers Game Room student employees. Logistics: Monitor and maintain set-up of furniture/equipment. Maintenance: Ensure event rooms and other programmable spaces are clean and safe to use. Administrative: Procure new equipment and supplies following university procedures. Demonstrate an ability to create and implement a comprehensive calendar of student-centered events. Miscellaneous: General Office responsibilities and other duties as assigned.

Minimum Qualifications: Bachelor's degree; 1 year of related experience. Must be able to perform/manage evening operations of the University Center including closing, facility safety/security coordination, supervision of student managers and assistants in charge, evening/weekend facility management with special focus on preparation for and delivery of event/meeting services. Demonstrated experience in planning, implementing and evaluating small to large scale university events. Required to operate sound/lighting/multimedia/ A-V equipment; aid in the acquisition, maintenance, inventory of equipment; and training for student staff. Requires frequent weekend work on short-notice.

Preferred Qualifications: Master's degree in Higher Education or related field; Experience in operating college union and demonstrate an understanding of Student Affairs philosophy. American Red Cross First Aid/CPR/AED certified. Proficiency to develop and implement marketing strategies for programs. Ability to create and implement a comprehensive calendar of student-centered events. Experience supervising student employees.

Salary range: \$2,333.33 – 2,666.00 per month.

To apply: Submit a letter of application, resume, and names, addresses and phone numbers of three professional references online at <https://islanderjobs.tamucc.edu>. Application review will begin March 22, 2010.