Manager of Operations
EMPLOYMENT OPPORTUNITY

Based out of the historic LaFortune Student Center, the Manager of Operations is one of three senior administrative leaders in the Student Activities Facilities Department and is responsible for coordinating day-to-day operations for Student Activities-managed facilities (LaFortune Student Center, Stepan Center and Legends of Notre Dame) by scheduling custodial services, meeting room setups and special event staffing. Areas of responsibility for the Manager include:

- Supervises 20 student employees and a staff of 12 full-time, part-time, and on-call custodians with varying schedules over a twenty-four hour per day/seven day work week in three separate buildings.
- Ensures a high standard of cleanliness and efficiency of operation.
- Coordinates year-round training and developmental activities for all staff.
- Approves use of the LaFortune Student Center Ballroom and Stepan Center for special events, and meets with event organizers (students, faculty and staff) to coordinate event logistics.
- Responsible for the maintenance and operation of audio-visual equipment.
- Works in collaboration with other Student Activities administrators on strategic planning, office initiatives and committees.
- Serves as an advisor to student organizations.

This position requires frequent weekend and late night/early morning hours. Anticipated start date is late May/early June 2011.

Bachelor’s degree is required, and a Master's degree in higher education administration, college student personnel or related area is preferred.

The following qualifications are desired in candidates:
- At least 2 years experience as a supervisor.
- At least 2 years experience working in a college/university student activities/union setting.
- Experience with the application of student development theory in a student employment program.
- Experience advising student organizations.
- Experience presenting educational sessions.
- Experience coordinating training programs for students.
- Experience with the operation of audio-visual, sound and lighting equipment.
- Experience with room reservation software systems.
- Knowledge of custodial operations, including: use of cleaning chemicals, cleaning equipment, OSHA regulations, and ability to interpret Material Safety Data Sheet (MSDS).

Review of candidates will begin immediately. Application deadline is Friday, April 12, 2011. Anticipated start date will be late May/early June 2011. Candidates interested in applying for the position are asked to complete an application found on the University of Notre Dame Human Resources Department website: [http://jobs.nd.edu](http://jobs.nd.edu)

The chairperson for this search is:
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[safacilities.nd.edu/operations](http://safacilities.nd.edu/operations)