

# THE UNIVERSITY UNION EMPLOYMENT OPPORTUNITY ANNOUNCEMENT



## DIRECTOR OF THE UNIVERSITY UNION

The Director of the University Union is responsible for providing coordination, guidance, and general oversight for the daily operations, services, and programs of the University Union. This includes, but is not limited to: the Event Services Office, Building Operations, UNIQUE Programs, and the various program service and desk areas of the facility; budget and accounting functions; leases/contracts/space agreements; personnel management; public relations; customer service; and other matters related to the University Union. The Director has responsibility for implementing and maintaining the financial operations, policies and procedures of the University Union in accordance with the Union WELL Inc. Board of Directors, California State University, Sacramento, and CSU Chancellor's Office standards. This position is an integral member of the Union WELL Inc. corporate leadership team, represents Union WELL Inc. on appropriate campus committees, and periodically acts on behalf of the Union WELL Inc. Executive Director in their absence.

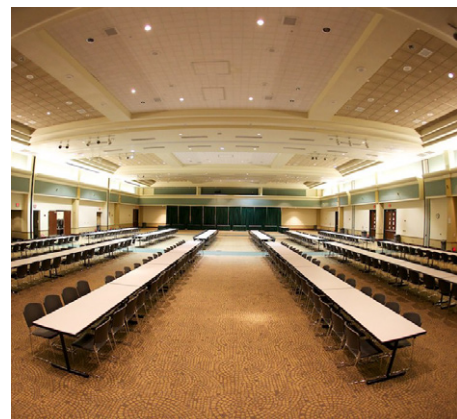
## REPORTING RELATIONSHIP

The Director of the University Union reports to, and receives general direction from, the Union WELL Inc. Executive Director. This position directly manages the Assistant Director of Event Services, the Assistant Director of Operations, the Assistant Director of Programs and Marketing, and the University Union Administrative Coordinator. Additionally, the position works closely with the Design, Identity and Studio Manager regarding the University Union's permanent art collection and display areas, building graphics and signage, and interior design palette.

## MINIMUM QUALIFICATIONS

All candidates should have a Bachelor's Degree in Education, Business, Management, Communication or other related field. Candidates should have professional management experience in a large Student Union or similar non-profit facility and experience in establishing management goals, facilitating change, and implementing innovative programs, procedures, and services to meet the ever-changing needs. Candidates should possess demonstrated skills in organizational management, facilities management, personnel management, operating procedures, budget administration and event promotion/production. Candidates should have the ability to develop, negotiate, and manage all business leases, contracts and memorandum of understanding with campus partners, the University, vendors and outside contractors. Additionally, candidates should have experience working with a non-profit Board of Directors and Advisory Group, supervising, advising, developing, and mentoring students, and the demonstrated ability to maintain working relationships with faculty, University administration, students, and the surrounding community.

*See job posting at [UEIjobs.com](http://UEIjobs.com) for full list of minimum and preferred qualifications, duties and responsibilities and salary and benefit information.*





## THE UNIVERSITY UNION

### OUR MISSION

The University Union will create a welcoming, collaborative environment as a central gathering place that builds community, complements the academic experience, and enhances campus life.

### SQUARE FOOTAGE

The University Union currently consists of over 225,000 square feet over three floors, not including all outdoor seating areas. Over 25 individual spaces, some of which can be combined in various ways to create a total of 32 options and over 40,000 square feet of dedicated conference and meeting spaces, are available to reserve. These include a Ballroom that seats 1,600. The Union originally opened in 1975, expanded in 1998 and again in 2019.

### FOOT TRAFFIC

Approximately 22,000–24,000 people pass through the Union on an average academic weekday.

### STAFFING

- 18 fulltime staff
- Over 75 student assistants

### VOLUNTEER OPPORTUNITIES

- Union Network for Innovative Quality University Entertainment (UNIQUE) program board: typically, 25–40 student volunteers.
- University Union Advisory Group: 8 students, 3 administrators, 1 Alumnus

### PROGRAMS

Average of over 70 Union-sponsored programs annually, with over 25,000 people in attendance.

### EVENT SERVICES RESERVATIONS

In 2019–2020, the Union had 8,761 bookings of reservable space, with over 650,128 people in attendance. 672 of these events were held in the Ballroom.

### SERVICES

Include a Convenience Store, Computer Workstations and Printers, Copy Machines, Information Desk, Event Services Office, Games Room (video games, billiards, table tennis, foosball), Union Gallery (art), The Lab Graphic Design & Production Services, Meditation Room & Foot Wash Station, Mothers Rooms in two locations, Open Lounge Space on all 3 floors, Electronic and Print Marketing Opportunities for Student Organizations and Departments, and seven All Gender Restrooms.

### ASSOCIATED STUDENTS, INC. (ASI) ENTITIES IN THE UNION

Government Office, Business Office, Food Pantry, Student Shop, KSSU Radio, Student Engagement & Outreach, and Peak Adventures (bike shop).





## ADDITIONAL SERVICES & OFFICES LOCATED IN THE UNION

Student Organizations and Leadership, Dean of Students, Women's Resource Center, PRIDE Center, CARES office (Crisis Assistance & Resource Education Support).

## FOOD SERVICE

Offered in collaboration with University Enterprises, food options include eight eateries, Jamba Juice and Starbucks. Vending options and microwaves are also available.

Visit ***TheUniversityUnion.com*** for more information. A self-guided virtual tour can be found on the site, under "About the Union".

## SACRAMENTO STATE

Sacramento State is an outstanding comprehensive university within the 23 campus California State University system located in the heart of Northern California and just five miles from the State Capitol. Sacramento is considered one of the most ethnically diverse and livable cities in the country, with a population of 480,000. Sac State enrolls more than 31,000 students and is supported by 1,600 full- and part-time faculty. Sac State offers a wide range of degrees, programs, and career opportunities - and its lush, 300-acre campus is situated along the American River, close to numerous bike trails and other recreational areas.

## UNION WELL INC

Union Well Inc. is an auxiliary of California State University, Sacramento and is a California 501©3 not-for-profit corporation. The corporation consists of the facility operations and programs of two buildings: The WELL (Recreation & Wellness Center) and The University Union. The WELL, totaling approximately 150,000 square feet, houses three fitness studios, a cardio suite, two fitness floors, a multi-activity court, four basketball courts, a rock-climbing wall, four racquetball courts, an indoor running track, locker rooms, and conference center. The WELL is also home to Student Health and Counseling Services. The University Union facility, totaling approximately 220,000 square feet, houses food service options, meeting and conference spaces, Associated Students Inc., Peak Adventures, multiple Student Support Departments, Games Room and much more. Both facilities provide services to over 31,000 students, as well as faculty and staff on campus. Visit The University Union website at ***theuniversityunion.com*** and Union WELL Inc. website at ***unionwellinc.org*** to learn more.

## UNIVERSITY ENTERPRISES, INC.

University Enterprises, Inc. (UEI), which provides payroll and HR services for Union WELL Inc. and serves as its employer of record, is another Sacramento State non-profit auxiliary organization. UEI exists to meet the evolving needs of the campus community by providing programs and services that support and strengthen the Sacramento State experience and enhance the University's educational mission. UEI is responsible for grant and contract management and fiscal services for University research and sponsored programs, and also provides fiscal services to University-related agencies and activities. UEI employees are involved in many areas on campus, including grant and contract management, marketing, information technology, facilities and equipment, fiscal and administrative services, and commercial operations.

