

Director of Webb University Center
Old Dominion University

Direct Link: <https://www.AcademicKeys.com/r?job=250210>

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Posted Dec. 10, 2024, set to expire Nov. 1, 2025

Job Title Director of Webb University Center
Department ASST VP FOR UNIV AUX SERV
Institution Old Dominion University
Norfolk, Virginia

Date Posted Dec. 10, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Student Affairs

Job Website <https://jobs.odu.edu/postings/22331>

Apply By Email

Job Description

Job Summary

The role of Director for Webb University Center is crucial in ensuring the Webb University Center effectively meets the diverse needs of our student body. The Director for Webb University Center will provide strategic management leadership over Webb University Center. The position will be responsible for operations and oversight of all staff, service, facilities, maintenance and budget. The Director will also monitor maintenance and operational issues and coordinate required maintenance for Webb University Center. The Director will manage scheduling for faculty and staff inside Webb University Center.

This position is required to complete a Statement of Personal Economic Interest upon hire in accordance with the Code of Virginia.

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Position Type

FullTime

Type of Recruitment

General Public

Minimum Qualifications

- **Master's degree in Higher Education, Student Personnel, or related field; or a bachelor's degree in stated fields with related experience equivalent to a Master's degree.**
- Considerable knowledge of the role of trends, and best practices related to student union operations, facility management, event management, contracted services, and program assessment.
- Excellent verbal and written communication skills.
- Excellent organizational and time management skills to prioritize and handle multiple projects with coinciding deadlines.
- Ability to successfully perform managerial responsibilities (planning, organization leadership, budget, personnel, program evaluation, facility management, and operations) in a complex regulatory, legal, policy, and political environment.
- Ability to work with diverse constituencies.
- Demonstrated ability to be innovative.
- Demonstrated ability to work independently and collaboratively within a complex network of relationships with multiple partners on and off-campus.
- Demonstrated cultural competence with the ability to lead in a dynamic community with a diverse student body.
- Ability to exercise good judgment.
- Extensive experience in working in a complex organizational fast-paced and demanding environment
- Prior working experience developing effective partnerships and working in a collaborative manner.

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Preferred Qualifications

- Considerable experience in a Higher Education environment, specifically student union operations.

Conditions of Employment

Completion of Statement of Personal Economic Interests is required upon hire.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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