

Assistant Director for Webb University Center
Old Dominion University

Direct Link: <https://www.AcademicKeys.com/r?job=251683>

Downloaded On: Aug. 24, 2025 8:02am

Posted Jan. 15, 2025, set to expire Nov. 1, 2025

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

Date Posted Jan. 15, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Student Affairs

Job Website <https://jobs.odu.edu/postings/22503>

Apply By Email

Job Description

Job Summary

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The role of Assistant Director for Webb University Center is crucial in ensuring that the Webb University Center effectively meets the diverse needs of our student body. The Assistant Director for Webb University Center will assist the Director in providing strategic management and leadership over Webb University Center. The position will assist with operations and oversight of staff, guest services, facilities, maintenance and budget. The Assistant Director will also assist in monitoring maintenance and operational issues and coordinate required maintenance for Webb University Center. The Assistant Director will assist with managing scheduling for faculty and staff inside Webb University Center; ensure wayfinding throughout the facility is accurate and that directional signs and directories are easy to read, follow, and are up to date; work with the University's sustainability coordinator; support the Director in overseeing construction projects and project finances; and serve as a liaison to Campus Life Services.

Position Type: FullTime

Type of Recruitment: General Public

Minimum Qualifications

- **Master's degree in Higher Education Administration, Management, Business Administration, Student Affairs or related field preferred; or a bachelor's degree in stated fields with experience equivalent to a master's degree.**
- Considerable knowledge and experience in the management of a large facility. Preferred candidate would have experience in a Higher Education environment, specifically student union operations.
- Considerable knowledge of fiscal accounting and personnel management.
- Considerable knowledge in budget management.
- Thorough understanding of the complex operations and structure of a university.
- Excellent organizational and time management skills to prioritize and handle multiple projects with coinciding deadlines.
- Ability to meet assigned objectives and goals within specified time periods.
- Demonstrated ability to function independently and professionally in assigned areas.
- Ability to coordinate, train, and supervise employees.
- Excellent verbal and written communication skills.
- Ability to prepare complex financial statements and reports.
- Demonstrated ability to work independently and collaboratively within a complex network of relationships with multiple partners on and off-campus.

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- Considerable experience supervising a staff that includes both entry and mid-level positions.
- Considerable experience in budget management and working experience at the management level.

Preferred Qualifications

- Preferred candidate would have experience in a Higher Education environment, specifically student union experience.

Contact Information

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

Contact

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