

**DIRECTOR OF CAMPUS CENTER AND
BUREAU OF STUDENT ACTIVITIES**

DEFINITION

This is administrative work in planning, coordinating and directing the provision of varied educational, social and cultural program activities, and the management of a multi-functional campus center complex at the University of Hawaii at Manoa. The employee in this class is responsible for: preparing and executing the Campus Center (CC) operating budget, developing and executing the preventive maintenance program for an \$8 million facility complex, administering daily food service contracts, directing space usage, the interpretation and proper application of Bureau of Student Activities (BSA) policies, preparing and executing the BSA operating budget, serving as major UHM advisor to a number of chartered student organizations, and maintaining liaison with internal and external agencies and the community. Work includes the supervision of professional, administrative, maintenance, clerical and a large student staff. Work involves considerable official contact with campus governance units, individual faculty and staff, and the community. Work requires considerable knowledge and experience in student personnel program administration in a higher education setting. Work is reviewed by the Dean of Students through observation of results obtained and by review of quarterly and annual activity reports.