16. STATEMENT OF FUNCTION. Describe in detail the specific duties and responsibilities assigned this position. Attach additional sheets, if necessary, to properly describe the position.

16A. Essential Functions of the Job

This position serves under the working title of Sr. University Program Specialist and reports to the Associate Director of Student Activities. The responsibilities include but are not limited to: coordination and supervision of the bowling alley, billiard tables, video games and related equipment. Assisting with policy creation and implementation and marketing and promotion of the venue.

- **30% General Responsibilities**
  - Coordinate and supervise the physical, fiscal, and program aspects of the recreational facility housing the bowling lanes, billiard tables, video games, and vending machines. Develop recreational, educational and social programs in the bowling alley.
- **25% Policy Making and/or Interpretation**
  - Responsible to the Associate Director of Student Activities for developing policies and procedures relating to the operation and use of the facility. Also responsible for interpreting university policies and incurring the enforcement of those policies.
- **15% Advertising, Marketing and Promotion**
  - Work to develop marketing strategies and plans for the promotion of the venue. Increase audience and sponsor participation via creative and compelling summer and series programs (weekly, semester, etc.). Develop new revenue streams.

- **10% Program Direction and Development**
  - Plans, directs, and coordinates financial control by assisting in the establishment of a budget including variable and fixed costs. Operates within a budget to realize a satisfactory sales performance. Recommends purchases and disbursements. Authorizes payroll and audits all daily deposits and report sheets. Assist in periodic audits of receipts.
- **15% Staff and Equipment Responsibility**
  - Hire and train all area personnel by initiating job appointments and terminations. Coordinates and plans employee work schedules and provides on the job training for student employees. Develop job descriptions for student employees as well as student volunteers. Train and develop student leaders to serve in managerial positions.
  - Oversee operations of area equipment and facilities by checking maintenance and housekeeping of bowling lanes, pinsetters, billiard tables, control counter, and all corrective maintenance to equipment and facility. Maintain a current inventory of equipment parts and supplies.
  - Responsible for the care and maintenance of the area and all area furniture, fixtures, and equipment in order to...
provide a clean, safe, and pleasant environment for all customers. Must be able to perform the basic routines of lane care (stripping, oiling, and mopping) and minor pinsetting adjustments and maintenance.

- Oversee daily operations by checking receipts and disbursements. Control all cash operations. Monitor the day to day operation. Check and direct quality of bowling lanes, billiard room, and equipment and supply merchandising. Resolve customer complains. Assume control of counter operations and/or maintenance duties on occasions when staff is unavailable.

- 5% Other Duties
- Attend meetings of union/office staff. Other duties as assigned by Director and/or the Associate Director. for ongoing staff training, professional development and supervisory duties. Responsible for maintaining membership in Associations of Unions International and other professional associations related to the recreation facility.

16B. Marginal Functions of the Job

16C. Program Direction and Development

16D. Level of Public Contact (statement of internal and external business contact, including frequency and scope) –

Will have sustained contact with Students, Parents, Visitors, Administrators, and/or University Departments and Colleges.

17. POLICY MAKING INTERPRETATION: What statute establishes or defines the work performed?

In consultation with both the Director and Associate Director, he/she will recommend new and/or revised policies & practices that will enhance overall efficiency and effectiveness of the coordination and supervision of the bowling alley, billiard tables, video games and related equipment.

18. SUPERVISOR’S POSITION: Number: 20063 Class Code: ______ Class Title: Associate Director of Student Union and Activities

19. SUBORDINATE UNITS: (State organizational units under your direct supervision. Include class titles and position numbers of positions directly supervised.

   Maintenance Mechanic (#20111), OPS and Student Workers as assigned

19A. Type and extent of instructions or directions normally given to the incumbent of this position by the immediate supervisor.

   As part of collaborative team efforts charged with the responsibility for efficient and effective operation of the overall union, meets regularly with the Director and/or Associate Director to communicate program needs, concerns, and/or to obtain assistance in accomplishing the assigned responsibilities.

20. MONETARY RESPONSIBILITY: Current budget for which this position is accountable. Include statement of responsibility for funds, amount and consequence of error.

   Monitor and comply with all fiscal expenditures and guidelines in accordance with university and state policies and procedures.

21. STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA (The disclosure of which would be prejudicial to the successful operation of the University.)

22. KNOWLEDGE/SKILLS/ABILITIES:
   Ability to think creatively and develop innovative ways to provide programs and activities that meet student needs.
   Ability to use cash registers, Pin Setting Machines, Electronic Scoring Machines, Calculators, and Personal Computers.
   Proficiency in Microsoft Office and Database Management.
   Knowledge of simple accounting, including cash and inventory control is needed, as the ability to perform minor repairs and maintenance tasks.
   Ability to secure corporate and/or local sponsorships.
   Ability to develop multiple streams of revenue.
Ability to work and communicate with students, faculty, staff, and members of the community. Must be willing to attend workshops pertaining to area operations in the bowling/gaming profession. Excellent time-management and organizational skills. Ability to communicate effectively and work with a diverse student body, and with university personnel. Ability to self-supervise and demonstrate initiative. Ability to work in a fast-paced, high energy environment, as well as work flexible hours.

22A. Education/Training/Experience - In order of importance, state any specific education, training and experience and knowledge, skills and abilities required for this position. Note that these requirements must be related to the essential functions and at least equal to the minimum qualifications stated on the official class specification.

**Specialized Minimum Qualifications:** A high school diploma and seven years related gaming/bowling alley management experience. Appropriate college course work or vocational/technical training may substitute as an equivalent rate for the experience.

**Preferred Qualifications:** Experience in higher education environment in Student Affairs. A Bachelor’s Degree from an accredited institution and four years of experience in student union, campus activities, housing, or a related area.

**Working Hours:** a) Daily from Rotation to Varied  
b) Total hours per week 40  
c) Explain any variations in workweek, split shifts, on-call status or rotations.

Hours of facility operations with classes daily and evening and weekends for leisure and recreational and special events and activities and use by various clubs and organizations. Monday – Thursday, 10:00am – 10:00pm, Friday, 10:00am – 1:00am, Saturday (hours vary), Sunday, 3:00pm – 7:00pm.

May be required to attend events related to Student Affairs evenings and/or weekends.

23. **REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW:**

Please review statements below check all that apply.

__This position requires a background check and/or fingerprinting. Florida Statutes.
__This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statutes.
__This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.