Job Description

Job Title: Director Auxiliary Services  
Grade: N  
Department: Finance and Administrative Services  
FLSA: Exempt  

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Manages the reproduction/printing of instructional, administrative and operational materials with responsibility for personnel, budget management and inventory. Provides oversight responsibility for Bookstore, Vending and Food Services operations.

Characteristics Duties and Responsibilities:

1. Trains and motivates employees, establishes schedules, assigns tasks, monitors progress of projects, reviews finished projects and evaluates performances.
2. Responsible for managing auxiliary departmental budget, pricing, inventory, office supply orders, and any activity requiring funding, including but not limited to written reports, goal setting, and monthly revenue and expense statements.
3. Monitors accounts & receivables, justifying expenses and approving expenditures, creating and managing individual project budgets and schedules.
4. Consults faculty, staff and marketing services regarding cost estimates, job requests and/or special projects.
5. Actively solicits new Print Shop projects to CPCC Faculty and Staff.
6. Manages the support of all MFP’s, student copiers and lab printers across all campuses.
7. Plans, organizes and implements procedures required to support the strategic direction of the College’s printing, bookstores, food service, and vending operations.
8. Coordinates assigned activities with the College’s auxiliary operations to ensure efficient functioning.
9. Participates in campus and college committees and task forces. Attends professional conferences.
10. Prepares and manages the Request for Proposal (RFP) process and closely monitors terms of contracts to ensure commissions are timely and correct, and vendors conform to terms of contracts.
11. Schedules periodic meetings with the Student Government Association, senior staff representatives from each campus, and vendor management to discuss the auxiliary operations.
12. Periodically develops surveys for food service locations to determine student needs and satisfaction with vendor services.
13. Prepares monthly reports detailing commissions earned from all vendors.
14. Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position’s role, scope, FLSA status, or grade. April 2015
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**Reporting Relationships:**

**Direction Received:** Reports to the Associate Vice President of Administrative Services

**Direction Given:** Responsible for direct supervision of clerical and administrative support staff, student workers and part-time employees

**Minimum Requirements:**

Bachelor's Degree from a regionally accredited institution in Business Administration or related field and six years of experience involving the management and delivery of administrative support services and proven excellent supervisory skills preferably in a College or University environment.

**Knowledge, Skills, Abilities, and Worker Characteristics:**

- Ability to work in a fast-paced, multifaceted organization Skilled in multi-tasking, priority setting and meeting deadlines
- Ability to work with a minimum of supervision
- Ability to understand and use software systems effectively
- Excellent verbal and written communication skills
- Proficient in office technologies
- Knowledge of North Carolina RFP and procurement processes desired

**Working Conditions:**

Typical Office Environment

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