

Job Level	Associate Executive Director, HDS	Senior Management Level II
Problem Solving	<ul style="list-style-type: none"> * In the absence of the Executive Director, the Associate Executive Director has decision making authority for all aspects of HDS including personnel, budget and finance, purchasing, programmatic and service administration/delivery, facility operations, construction projects, equipment repair/replacement, risk management/safety and setting or approving policies governing these functions. * Develop and implement strategic planning, visioning, goal setting, and direction for implementation of department mission relevant to programmatic and service delivery to the campus community * Build an ethic of community and a climate of support throughout HDS through leadership, respect, and personal interaction with staff, students and a wide variety of constituent groups throughout the campus community. * The Associate Executive Director engages in complex problem solving, routinely interacting with multiple campus offices inclusive of Office of General Council, Environmental Health & Safety, Public Relations, and Facility Management on matters specific to HDS programs, services or facilities and/or resolution of issues originating within HDS that impact individual(s) from the general student population or other members of the campus community. * These units employ an average of 450 full -time employees and over 1,700 student and non-student hourly employees who work in over 2.1 million sq. ft. of facilities, with an annual operating budget (including reserve accounts) totaling \$105M. 	<ul style="list-style-type: none"> ▪ Resolves complex issues with long term impact ▪ Resolutions may lead to new ways of conducting operations or changes to University Policy.
Interaction/ Communication	<ul style="list-style-type: none"> * An executive leadership position in Housing & Dining Services (HDS) at Colorado State University and reports directly to the Executive Director of HDS. This position builds strong relationships and collaborates effectively with staff in HDS, across the Division of Student Affairs, and CSU to accomplish HDS mission and goals and provide support for University-wide initiatives and events. 	<ul style="list-style-type: none"> ▪ May report to an officer or executive director.
University Impact	<ul style="list-style-type: none"> * Shares responsibility for the overall operations of a completely self-operated, multi-unit auxiliary organization comprised of eleven areas: University Housing, University Housing Projects and Outreach, Dining Services, CSU Mountain Campus, Conference & Event Services, HDS Facilities, Technology Services, RamCard Office, Workplace Inclusion & Education, Communications & Sustainability, and Administration. 	<ul style="list-style-type: none"> ▪ Set strategy for functional area or department in line with mission of the University. ▪ Must be head of a department as defined and assigned by the University for Director designation.
Financial/ Budget Responsibility	<ul style="list-style-type: none"> * Responsible for reviewing budgets with their direct reports on a regular basis to insure the fiscal integrity of the department, and oversees the development of unit budgets and collaborates on development of the overall HDS budget. 	<ul style="list-style-type: none"> ▪ Has full oversight of budget for a department.

People
Management

* The Associate Executive Director is directly responsible for the administration and management of the following five units within Housing & Dining Services organization: Makes hiring decision, conducts performance evaluation, and determines salary decisions (negotiates hiring salary and recommends annual merit increases).

- Provides direction for function/department/unit through other managers.
- People management responsibilities for pay reviews, performance management and resource planning