

**K-STATE STUDENT UNION**  
**Position Description: Executive Director**

**Position #:** W0012193

**Human Resources - Contact Person:** Cindy Diederich

**Phone #:** (785) 532-6577

**PART I – REASON FOR ACTION**

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|---|---|
| <input type="checkbox"/> Existing Union Support Staff (USS) Position Review | <input checked="" type="checkbox"/> Existing Unclassified Position Review |
| <input type="checkbox"/> New Union Support Staff (USS) Position             | <input type="checkbox"/> New Unclassified Position                        |
| <input type="checkbox"/> Revised Union Support Staff (USS) Position         | <input type="checkbox"/> Revised Unclassified Position                    |

**PART II – POSITION INFORMATION**

NEW/CURRENT						REVISED					
Employee			William Smriga								
Employee ID			T0000011272								
Job Code			040300			Job Code					
FTE			1.0			FTE					
TYPE OF APPOINTMENT						TYPE OF APPOINTMENT					
<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time						<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time					
<input checked="" type="checkbox"/> Regular <input type="checkbox"/> Temporary <input type="checkbox"/> Supervisory		<input type="checkbox"/> 9 Month <input type="checkbox"/> 12 Month <b>FLSA</b>		<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		<input type="checkbox"/> Regular <input type="checkbox"/> Temporary <input type="checkbox"/> Supervisory		<input type="checkbox"/> 9 Month <input type="checkbox"/> 12 Month <b>FLSA</b>		<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
Hours of Work From:	8:00	<input checked="" type="checkbox"/> AM <input type="checkbox"/> PM	To:	5:00	<input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	Hours of Work From:		<input type="checkbox"/> AM <input type="checkbox"/> PM	To:		<input type="checkbox"/> AM <input type="checkbox"/> PM
<input checked="" type="checkbox"/> Monday - Friday			<input type="checkbox"/> Other			<input type="checkbox"/> Monday - Friday			<input type="checkbox"/> Other		

**This position:**

- Is subject to reduced hours and/or layoff and/or possible changes in work schedule due to operational needs.
- Recognizes responsibilities to the Union and applies effective work habits and attitudes to meet work requirements.
- Is required to attend work regularly and on time, plans appropriately for absences and assumes accountability for work.
- Must maintain a high standard of conduct and accept responsibility for behavior.
- Is expected to serve as a role model for other employees and does the right thing, even when no one is watching.
- Must demonstrate personal integrity and ethical behavior, good stewardship of resources and adapts to changes in processes, procedures and responsibilities.
- Is expected to adhere to Kansas State University's *Principles of Community* as identified:
  1. I affirm the inherent dignity and value of every person and strive to maintain an atmosphere of justice based on respect for each other.
  2. I affirm the value of human diversity for community.
  3. I affirm the right of each person to freely express thoughts and opinions in a spirit of civility and decency. I believe that diversity of views enriches our learning environment, and I promote open expression within a climate of courtesy, sensitivity, and mutual respect.
  4. I affirm the value of honesty and integrity. I will operate with honesty in all professional endeavors and expect the same from my colleagues.
  5. I acknowledge that I am a part of multiple communities, and I have an obligation to be engaged in a positive way with civic partners.
  6. I recognize my individual obligations to the university/Union community and to the principles that sustain it. I will strive to contribute to a positive spirit that affirms learning and growth for all members of the community.

**PART III- JOB RESPONSIBILITIES**

Group and number responsibilities and assign percentage of time spent on each. Identify each group of responsibilities as essential or marginal (E or M). Total of duties should equal 100%. Enter a description of each responsibility.

<b># 1</b>	Essential <input checked="" type="checkbox"/>	Marginal <input type="checkbox"/>	% of Time: 24%
Implement and manage organizational development strategies and processes. Identify, assess and inform the Union Corporation Board (UCB) and Union Governing Board (UGB) of internal and external issues that affect the Union. Serve as advisor to UCB and UGB on all aspects of the Union's activities and interests.			
<b># 2</b>	Essential <input checked="" type="checkbox"/>	Marginal <input type="checkbox"/>	% of Time: 24%
Develop, administer and monitor a comprehensive and fiscally responsible budget. Advocate and secure adequate funding for the effective operation of the Union. Oversee funding proposals, contracts and agreements that ensure Union success.			
<b># 3</b>	Essential <input checked="" type="checkbox"/>	Marginal <input type="checkbox"/>	% of Time: 24%
Communicate with stakeholders to keep them informed of the work of the Union and to identify opportunities and challenges to the student community. Establish and maintain good working relationships and collaborations with affiliates, Union-housed business units and the community to achieve the mission of the Union. Ensure the operation of the Union, affiliates and Union-housed business units meets the expectations of stakeholders. Evaluate strategies and programs to measure the achievements of the established goals and provide consultative services to Union-housed business units. Act as spokesperson for and conduct official correspondence on behalf of the Union.			
<b># 4</b>	Essential <input checked="" type="checkbox"/>	Marginal <input type="checkbox"/>	% of Time: 24%
Plan, foster, examine, analyze and evaluate Union operations, personnel issues, and coaching/mentoring of staff. Coordinate the efforts of multiple staff and departments toward completion of the Union's mission. Ensure all Union programs and services reflect diversity and inclusion for the campus community.			
<b># 5</b>	Essential <input type="checkbox"/>	Marginal <input checked="" type="checkbox"/>	% of Time: 4%
Other duties as the needs of the Union dictate.			

**PART IV- ORGANIZATIONAL INFORMATION**

<p><b>1.</b> Briefly state the purpose of the position. <i>(If this is a request to review or convert a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors that changed the duties and responsibilities of the position.)</i></p>	
<p>The Executive Director is the key management leader of the K-State Student Union and is responsible for the successful leadership and management of the organization in order to carry out the mission of the Union. The Executive Director is responsible for overseeing the administration, programs, mission and strategic plan of the Union.</p>	
<p><b>2.</b> List the title, and position number of the supervisor of this position. Include other staff who may provide input.</p>	
<p>Supervisor Title: Kansas State University Vice President of Student Life                  Supervisor Position number: W0006197                      Other Staff (if applicable): N/A</p>	
<p><b>3.</b> A.) If work involves leadership or supervisory responsibilities, check the statement which best describes the position:</p> <p><input type="checkbox"/> <b>Lead Worker:</b> Assigns, trains, schedules or oversees work of others but does not evaluate work.  <input checked="" type="checkbox"/> <b>Supervisor:</b> Plans, staffs, evaluates, and directs work of employees of a work unit.</p> <p>B.) List the titles and position numbers of all persons who are <u>directly</u> supervised and evaluated by this position.</p>	
<p>Assistant Director/ Programs; W0040049                  Assistant Director/ Human Resources; W0042266                  Assistant Director/ Marketing/Public Relations; W0044632                  Bowling Center Manager; W0012198</p>	<p>Associate Director/ Director of Operations; W0012197                  Assistant Director/ Business Services; W0012205                  Assistant Director/ Retail Services; W0012227</p>
<p><b>4.</b> Does the position's primary duty require the exercise of independent discretion/judgment?</p> <p><input type="checkbox"/> No.    <input checked="" type="checkbox"/> Yes. (If yes, provide example.)</p>	
<p>Yes; Requires the interpretation of Kansas State University, Union Governing Board, State of Kansas and Kansas Board of Regents policies and procedures. Requires discretion and judgement related to the overall business activities of the K-State Student Union as well as the mission, vision and values of the Union. Responsible for the overall strategic plan of the Union.</p> <p>This position requires the comparison and evaluation of possible courses of action and/or conduct as well as weighing various possibilities and making an independent decision free from immediate supervision and/or direction.</p>	

**PART V – GENERAL INFORMATION**

<p><b>General Information</b> (i.e. on-call, standby, essential personnel)</p>	<p>This position is the key management leader of the K-State Student Union and considered essential to the overall operations. The Executive Director is accountable to the Union Corporation Board and works closely with the Union Governing Board. This position generally works in an office environment but the mission of the Union may require working in non-standard settings. This position is generally working Monday through Friday from 8 a.m. to 5 p.m. but is expected to work evenings and weekends as the position dictates. Travel is required to attend meetings and conferences.</p>
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**PART VI – QUALIFICATIONS**

<b>Required Education</b>	Master’s degree in higher education administration or related field.
<b>Required Experience</b>	Minimum of seven years of experience managing/leading a student union at the senior level to include budget preparation, analysis, decision-making and reporting, contract management and negotiations. Be well-grounded in college union philosophy with strong motivational and staff leadership abilities. Excellent communication and presentation skills. History of creating and growing an atmosphere of diversity and inclusion. In depth knowledge of corporate governance principles. Ability to forge and maintain relations with Kansas State University, other unions, students, employees, affiliates, business units and stakeholders.
<b>Physical Requirements/ Equipment Used</b>	Ability to remain in a stationary position 60% of day. Ability to move about to access files, office equipment, etc. Dexterity to operate a computer and other office equipment. Ability to communicate, detect, converse with, discern, express oneself, and exchange information both in written and oral form. Ability to travel via vehicle and plane. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions of this position.
<b>Preferred Qualifications</b>	N/A
<b>Preferred Education</b>	N/A
<b>Bona Fide Occ. Qualifications</b>	N/A
<b>Salary Range</b>	Salaried position