

EASTERN ILLINOIS UNIVERSITY
Position Announcement
Director, MLK Jr. University Union

Seeking an innovative and creative leader for the position of Director of the Martin Luther King Jr. University Union, a 194,696 square-foot multipurpose facility, at Eastern Illinois University (EIU). The Union serves 7,400 students, 1,200 faculty and staff, and community members of central Illinois. This is a full time Administrative and Professional position reporting to the Vice President for Student Affairs. The Director manages a team of 15 full-time employees, 75 student staff, and serves along with a Student Affairs Director team of eleven, with an annual budget of \$3 million. The MLK Jr. University Union serves as the campus living room for student engagement, and a center for meetings, conferences, banquets, and camps.

Retail operations include Business Operations and Campus Scheduling, Bookstore, Bowling Lanes, Panther Pantry Convenience Store, Panther Print and Copy Center, Hair Salon, Ticket Sales, as well as dedicated meeting space, two ballrooms, cyber lounge, Student Legal Services, Veteran's Lounge, and a Commuter Student Lounge. The Director works closely with Fraternity and Sorority Life, Civic Engagement and Volunteerism, New Student and Family Programs, and Student Life to ensure support of Registered Student Organizations.

The Director works with EIU Housing and Dining Services who manages served food options in the building. These options include Food Court operations (Chick-Fil-A, Subway, Charleston Market, Panther Grille), Java Beanery and Bakery and Panther Catering Services. A branch of U.S. Bank is located within the Union and the Director serves as liaison.

The Director provides supervision to the Manager of the EIU Textbook Rental Service (TRS) located in the Louis M. Grado Building. TRS provides students with quality textbooks at affordable costs. The Union Director works with the TRS Manager to oversee the Textbook Rental Fee that covers the cost of renting textbooks as well as the budget.

Qualifications:

1. Advanced degree (Master's in Student Affairs/Higher Education, MBA, or related field).
2. A minimum of 5 years of progressive experience in Higher Education operations/programming and experience in strategic planning in a university center environment.
3. Visionary leadership skills to successfully educate and engage with a broad constituency.
4. Proficiency in budget management and student fees.
5. Excellent customer service skills, interpersonal and communication skills, including written, oral, listening and presentation skills.
6. Success with marketing Higher Education services and an understanding of the use of social media platforms in a college union environment.
7. The ability to foster teams and to build successful partnerships with colleagues and key stakeholder.
8. Effective conflict resolution skills needed to navigate situations with a focus on resolution, consensus building, and reconciliation for competing interests.

Preferred Qualifications:

1. Experience with capital projects and renovations.
2. Involvement in professional organizations. For example: Association of College Unions International (ACUI).
3. Certified Campus Auxiliary Services Professional (CASP) designation through the National Association of Campus Auxiliary Services (NACAS)
4. Success with grant writing or other fundraising experience.
5. Experience working in a labor union environment.

Application materials should include a letter describing the candidate's interest in and qualifications for the position, resume, and names, addresses (including e-mail), telephone numbers, and stated connection to the applicant (i.e. immediate supervisor) for at least three professional references. All applications must be submitted through Interfolio at <http://apply.interfolio.com/103218>.

Review of applications will begin March 23, 2022 and continue until the position is filled.

For information about Eastern Illinois University, visit www.eiu.edu. For questions regarding this search, please contact Mark Hudson, Executive Director, University Housing & Dining Services, Search Committee Chair at mahudson@eiu.edu.

The University and Community:

Eastern Illinois University takes pride in creating a warm, welcome environment for all faculty, staff and students. Established in 1895, EIU boasts a rich, 125-year tradition of preparing students for their personal and professional goals. A traditional regional residential institution, EIU offers a superior education at a relatively low cost while consistently earning high rankings and distinctions for its affordability, academic program quality, career placement rates, campus safety, online degree options, student support, and sustainability initiatives. EIU focuses on individualized attention and superior student relationships, and has earned recognition as the highest-ranking independent public regional university in Illinois and a place among the Midwest's top public regional universities according to U.S. News and World Report. EIU hosts more than 175 student organizations on campus, and offers a variety of cultural events, NCAA Division I athletics, and active research opportunities for its students to enjoy and to thrive. EIU has become recognized for providing the resources of a large institution while creating the kinds of individual relationships that support student and alumni success.

Eastern Illinois University is located in Charleston, Illinois – a comfortable and safe east central town within a two-to-three-hour drive of three major metropolitan areas – Chicago, Indianapolis, and St. Louis.

Eastern Illinois University is an Affirmative Action/Equal Opportunity Employer-minority/female/disability/veteran-committed to achieving a diverse community