



Section I. – Job Details

Job Title:	Auxiliary Services Coordinator	Hourly/Salary:	Hourly
Department Area:	Harrodsburg	Classification:	Non-Exempt
Location:	Harrodsburg	Travel Required:	No
Reports to:	Regional Project Manager	Position Type:	Full-Time
Position Fill Date:	9/1/2022		

External Posting URL – www.campbellsville.edu

Internal Posting – Human Resources Job Board

Section II. – Application Submission Information

FAX	EMAIL
<p>(270) 789-5180 Subject Line: Auxiliary Services Coordinator Attention: HR Director</p>	<p>jobs@campbellsville.edu Subject Line: Auxiliary Services Coordinator</p>
ONLINE	MAIL
<p>Click Link Below</p> <p style="text-align: center;"><u>APPLY HERE!</u></p>	<p>Scan QR Code</p>  <p>Director of Human Resources Campbellsville University 1 University Drive, UPO 944 Campbellsville, KY 42718</p>

Section III. – Job Description

Job Summary:

The Auxiliary Services Coordinator will be a help to the Front Desk, Maintenance office, Students Services and business office at the Conover Center. The coordinator will be responsible to report to and be in constant communication with the Regional Project Manager on a daily basis. They will assist with all of the facilities. Should the Spirit Shop/Bookstore need assistance in any way, said coordinator will be available to provide what is needed. Also this position will assist in both the business office as well as the office of the maintenance department. Will also be responsible for signing and maintaining logs for all the vehicle fleet. Which will include, renting, collecting some payments and showings of units, until the sale of the Bright Leaf condos rentals.

Job Responsibilities:

Specific Responsibilities:

- Organize time and dates sheets for the repairs that are needed
- Maintain a balance of the tickets that are sent in for regional projects
- Answer phone calls and be guidance to people that come into the facility
- Develop and oversee a schedule of maintenance needs
- Assist with daily reports
- Create keys/cores for dorms and various needs
- Assist bookstore clerk with books/IDs/sales when needed
- Should be proficient in Microsoft office

Skills/Qualifications:

- Bachelor's degree preferred but not required.
- Self-directed and able to work independently.
- Ability to organize daily activities and work process for self and assistance to others
- Ability to organize and create daily schedules
- Basic understanding of scheduling and maintenance

Essential Duties:

- Working hours necessary to perform job requirements satisfactorily on a regular basis.
- Managing absences from work in a responsible manner to ensure service to university faculty, staff and students.
- Complying with Campbellsville University policies and practices and seeking clarification of them when necessary.
- Honor the mission of Campbellsville University and abide by rules and regulations and Standards of Conduct outlined in the Administrative Policies and Procedures Manual.

Campbellsville University is a comprehensive, Christian institution that offers pre-professional, undergraduate and graduate programs. The university is dedicated to academic excellence solidly grounded in the liberal arts that fosters personal growth, integrity and professional preparation within a caring environment. The university prepares students as Christian servant leaders for life-long learning, continued scholarship, and active participation in a diverse, global society.

The individual employee is expected to conduct him, or herself, both on campus and off, in a manner becoming an employee of a Christian institution, and the employee should uphold the highest standards of conduct in terms of honesty, truthfulness, respectful attitude, and conduct toward others. Each individual associated with Campbellsville University is to perform his or her daily responsibilities mindful of the intent of the institutional mission statement and core values.

Employees must be able to perform the essential functions of the position with or without reasonable accommodations.

Section IV. – For HR Use Only

Approved by Human Resources 8/10/2022

Posted Internally 8/10/2022

Posted Externally 8/10/2022