



جامعة الأمير محمد بن فهد الأهلية

PRINCE MOHAMMAD BIN FAHD UNIVERSITY

Job Title:

Campus Life Manager

Job Description:

Coordinate, oversee and manage all the student activities in the areas of resident life (including dormitory residents) sports and recreation, college dispensary, and other activity programs.

Duties and Responsibilities:

- Manage and exercise full supervisory authority over sport/recreation of PMU
- Confer regularly with Staff to plan, coordinate and evaluate activities, assign and review work, assist with difficult or unusual tasks, resolve problems and plan work schedules
- Oversee and coordinate the planning, development, and performance of residence halls, gymnasium, and the dispensary and liaise with maintenance division about sports/recreation/resident life facilities, equipments, and grounds.
- Oversee the development of request and administer the activity operating budget, as well as capital project budgets. Supervise the proper processing of receipts from sports and recreation/resident life programs.
- Play a leading role in the development of external support to enhance sports/recreation/resident life programs and infrastructure
- Oversee participation of volunteers for various programs and events. Monitor and assist as necessary with all daily office operations, including programs and facilities.
- Deal with a variety of problems that arise on a daily basis.
- Carry out a variety of key office planning functions, related to programming, promotional efforts, operating policies and procedures, facilities improvements.
- Work closely with and carry out the policies of the Student Services Committee.
- Serve as a liaison between Student Life office and Student Services Committee.
- Confer regularly with the Director of Student Affairs and personnel to plan, coordinate and evaluate programs/facilities, exchange information, investigate and resolve problems.
- Deal regularly with and represent of the University with a variety of individuals and groups in the community, in carrying out various public relations and promotional activities, coordinating and scheduling programs, providing program information.
- Supervise the administration of appropriate office record keeping systems. Prepare various administrative/operations reports
- Keep side by side of current trends and developments in the field.
- Assure that maintenance of facilities is addressed.
- Handle other duties as assigned.