

Position Description

**Job Title:** Campus Operations Specialist  
**Reports to:** Director of Campus Operations  
**FLSA status:** Full-time  
**Location:** On-site  
**Prepared:** February 2025

**Summary:** The Campus Operations Specialist, through faithful service to accomplish the mission of Kuyper College, provides leadership and oversight for department administration, facilities, and events by educating, guiding, and supervising student crews in the KuyperWorks program. This role combines significant administrative and leadership responsibilities with hands-on work, ensuring that facilities upkeep, event logistics, and operational tasks are completed effectively while fostering student learning and development. This role also includes managing front desk operations and supporting campus-wide logistics to ensure smooth daily operations.

**Essential duties include the following, but are not limited to:**

**Student Supervision & Development**

- Serve as the primary supervisor and mentor for Campus Operations student staff in facilities, events, and administrative support roles within KuyperWorks.
- Train, oversee, and evaluate student crews, ensuring tasks are completed professionally and students grow in responsibility and skill.
- Conduct quality inspections of student work, provide constructive feedback, and reinforce Kuyper College's high standards.
- Develop and refine student training programs, improving processes and ensuring consistency in performance.

**Administrative & Logistical Support**

- Manage administrative processes, including budget tracking, calendar coordination, and inventory management for campus operations.
- Oversee the front desk operations at the Student Center, ensuring it serves as a welcoming and effective hub for communication and logistics.
- Utilize and maintain Limble CMMS for work order tracking and facilities management.
- Assist in scheduling and coordinating work crews, ensuring efficient use of student labor across responsibilities.

## Facilities Oversight

- Oversee the scheduling of cleaning, maintenance, and upkeep of campus buildings, ensuring a safe, welcoming, and well-maintained environment.
- Collaborate with the Director of Campus Operations to ensure all safety and compliance regulations are followed in facilities management.
- Work directly with the Director of Campus Operations and other professional staff to identify facility needs, coordinate repairs, and implement preventative maintenance measures.
- Must be available to work in all weather conditions, adjusting schedules as needed for emergencies or special circumstances.

## Event Operations

- Oversee set-up, logistics, and execution of campus events, coordinating student crews for event preparation, tear-down, and facility resets.
- Ensure consistency and quality in event execution, reinforcing best practices in organization, hospitality, and operations.
- Work closely with campus departments to support event planning and space usage.

## Schedule & Work Expectations

- Full-time position with standard weekday hours, but some evening and weekend work as required by events and campus operations.
- Must be comfortable working in varying weather conditions and adjusting to evolving campus needs.
- The role is hands-on and requires an active presence on campus, inspecting work, providing guidance, and ensuring operational efficiency.

## Qualifications

### Education & Experience

- Associate's degree or preferably a Bachelor's Degree in Business
- Three to five years of Supervisory experience in a facilities management role preferred
- Experience in training roles
- Knowledge of or experience in Custodial Operations

### Technical Skills

- Computer literate with experience with the Google platform
- Proven track record of high administrative capacity
- Demonstrated ability to multitask
- Experience with inventory management or work order software

### Soft Skills

- Communication and leadership skills to educate and guide student workers
- Interpersonal skills to enable work with a diverse school population
- Organization skills
- Time management
- Ability to communicate clearly and effectively verbally and in writing
- Possesses leadership presence/ability to garner respect
- Strength of character
- Servant leadership

### Knowledge, Skills, and Abilities

- Leadership and mentorship experience in training and supervising students or part-time staff
- Strong ability to prioritize tasks, manage workflows, and adapt to dynamic needs
- Ability to communicate clearly and effectively, ensuring students understand expectations and receive proper guidance
- Strong organizational skills, including proficiency in scheduling, inventory management, and basic budgeting
- Knowledge of event logistics and operations, including space management and setup needs
- Knowledge of or willingness to learn about cleaning equipment, chemicals, and facility tools, with the ability to train students in their proper use
- Comfortable working independently while also collaborating with multiple departments
- Ability to adapt to a flexible schedule, including some nights, weekends, and holidays when events or facility needs are required

### Physical Demands

- Regularly required to stand, walk, climb, kneel, and use hands for various tasks.
- Must be able to lift 10 pounds regularly and up to 50 or more pounds occasionally
- Work outdoors in all weather conditions as needed.

Interested applicants should apply at [HRapplications@kuyper.edu](mailto:HRapplications@kuyper.edu)

Please visit our website at [www.kuyper.edu](http://www.kuyper.edu)

Thank you for your interest in Kuyper College