

POSITION AVAILABLE

POSITION TITLE: Manager
Mercyhurst Ice Center
REPORTS TO: Director of Athletics
LOCATION: Mercyhurst College, Erie, PA
POSITION TYPE: Full-time, 12 month, Exempt

DESCRIPTION: Mercyhurst College seeks a Manager for the Mercyhurst Ice Center. The Manager is responsible for the overall operation of the Mercyhurst Ice Center with one of the primary focuses being the maximization of revenue through concession sales and external ice rentals. This position requires strong communication, written and verbal skills, and demonstrated leadership capabilities with the ability to efficiently delegate responsibilities, and the ability to work with diverse groups, be energetic, creative and personable. The Manger must be organized and able to create a positive work environment. Facility management and supervisory experience with students is desirable. Flexible hours; must be available for day, evening and weekend hours.

Primary duties include, but are not limited to:

- Scheduling internal ice times and external ice rentals.
- Scheduling concession stand workers during external ice rentals and internal athletic related events.
- Schedule and supervise full-time and part-time employees.
- Oversee maintenance/repairs of the Ice Center.
- Oversee game day operations and event management.
- Oversee varsity hockey ticket sales, management and distribution.
- All other duties as assigned by the Director of Athletics.

MINIMUM QUALIFICATIONS: Bachelor's degree with 3 -5 years of relevant experience. Compensation commensurate with experience and education.

ABOUT MERCYHURST: Mercyhurst College is a private, Catholic institution founded by the Sisters of Mercy. The institution's main campus is situated on 70-acres in Erie, PA overlooking the great lake. Enrollment at the Erie campus is approximately 3,100 and offers over 50 undergraduate programs and 5 graduate degrees. For a complete profile, please visit: <http://www.mercyhurst.edu/about/profile.php> or browse the institution's website at <http://www.mercyhurst.edu>.

APPLICATION PROCESS: Review of applications will begin immediately and continue until position is filled. Send cover letter, resume, and names and contact information of three work-related references to:

Human Resources
Mercyhurst College
501 East 38th Street
Erie, PA 16546
FAX:824-2020
Email: hrinfo@mercyhurst.edu

Mercyhurst College is an Equal Employment Opportunity Employer that encourages members of diverse groups to apply.

