

COMMON TERMS GUIDE

PROFESSIONAL LEVEL

Emerging Professional - new to auxiliary services and seeking an introductory overview to relevant education and growing a career in auxiliaries

Mid-Level Professional - oversight of at least one service or key unit, influencer and/or decision maker related to the department of oversight

Senior Level Professional - veteran experience in auxiliary services, oversight of more than one service department, key decision maker on campus

DEPARTMENTS IN AUXILIARY SERVICES

Bookstores	Housing	Security
Card Systems	Laundry	Student Union
Child Care	Mail Services	Technology
Communications	Parking	Transportation
Concessions	Physical Plant	Vending
Conferences & Events	Print + Copy	
e-Commerce	Purchasing	
Facilities	Recreation	
Food Services	Retail Stores	

ROLE AND RESPONSIBILITIES IN AUXILIARY SERVICES

Departments - different service areas within auxiliaries (bookstores, card systems, child care, etc.)

Operating structure - describes how a specific auxiliary service department is conducted or managed. These functions are specifically described as:

Self-Operated - an auxiliary service operated and managed by college or university personnel. This also includes the institutions where the auxiliary is a 501c3, operating services on behalf of the campus and employees are considered personnel of the auxiliary corporation.

Contracted - an auxiliary service operated by a subcontractor or third party on behalf of the institution or auxiliary organization via a lease or service agreement.

Hybrid - an operation that is partially contracted or leased to a third party and partially self-operated by the institution/auxiliary organization.