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.