

Position Description for Associate Vice President of Operations

Classification:

FT/exempt

Salary Grade/Level/Family/Range:

A19 – A20

Position Title: Associate Vice President of Operations

Reports to: President

Date Created/Revised: October 2022

Mission of Position:

Individual will be responsible for managing the internal operations and communications of the Seminary. As the principal aide to the President, handles a wide range of matters of institutional importance on behalf of the President, and oversees all operations of the Office of the President, to include management of staff, budgets, administration, policies, and procedures within the President's office. Provides coordination and oversight in the development of defined core initiatives for the Office of the President and coordinates overall operational systems, including policies, procedures, and special projects of the Seminary at the highest level of management in collaboration with vice presidents, faculty members, and department/office directors.

Essential Functions:

- Serves as principal aide to the President; supports the President in dealing with a range of faculty, staff, student, and public affairs issues; directly handles matters of institutional importance on behalf of the President, as assigned.
- Formulates policies and provides overall direction of the Seminary's employed community within guidelines established by the President and the Vice Presidents and in collaboration with the Senior Director of Human Resources.
- Synthesizes the activities of the Office of the President with the activities of the Vice Presidents and Senior Directors in order to facilitate and manage operational activities and procedures.
- Plans agendas of the Seminary Cabinet.
- Establishes and maintains an organizational structure and Seminary calendar to effectively accomplish the organization's goals and objectives.
- Serves as the President's primary liaison with Seminary and/or community leadership on strategic and operational matters pertaining to specific areas of institutional interest.
- Serves as the chief aide and liaison to the Board of Trustees on matters not directly handled by the President; handles program support activities and matters of institutional significance for the Board on behalf of the President.
- Prepares and/or contributes to the preparation of reports, briefings, presentations, and responses on institutional and strategic issues, as appropriate.
- Oversees all facets of the daily operations of the organizational unit, ensuring compliance with all relevant laws, regulations, policies, and operating agreements.

- Coordinates special projects on behalf of the President, frequently involving VPs and directors of departments/offices.
- Participates with the President and other senior officers in institutional planning, policy development, and problem resolution.
- Research operations policies to see what changes could be advantageous and which trends might negatively impact the Seminary in the future.
- Promote positive working relationships among various departments/offices within the seminary, and the vendor community.
- Participates in financial matters including budgeting and management of department's finances.
- Performs miscellaneous job-related duties as assigned.

Competencies:

- Knowledge of the goals, objectives, structure and operations of the Seminary
- Knowledge of organizational structure, workflow, and operating procedures
- Knowledge and understanding of institutional policies and procedures and the environment within which they operate
- Advanced knowledge and understanding of the strategic needs of the community in the areas of education and economic development
- Exceptional interpersonal skills and the ability to interact effectively with VPs and directors of departments/offices, faculty, community leadership, and funding agencies
- Strategic planning skills
- Demonstrated leadership, organizational, and management skills
- Employee development and performance management skills
- Advanced analytical, evaluative, and objective critical thinking skills
- Strong analytical and critical thinking skills and the ability to analyze, summarize, and effectively present data
- Advanced verbal and written communication skills and the ability to present effectively to small and large groups
- Strong interpersonal skills and the ability to effectively work with a wide range of individuals and constituencies in a diverse community
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments
- Ability to foster a cooperative work environment
- Ability to perform complex tasks and to prioritize multiple projects

Supervisory Responsibilities:

- Daily oversight of Executive Assistant to the President, providing structure, time and attendance support, project management advice, and purchasing authority.

Work Environment:

This position requires an independent and creative self-starter with great attention to detail. The work environment requires self-management and must be conducive to productivity with timely response to Phillips employees and supervisor.

Physical Demands:

This is an office position requiring minimal lifting or carrying. The ideal candidate must be able to complete all physical requirements of the job with or without a reasonable accommodation.

Position Type/Expected Hours:

This position is full time and requires 40 hours per week. Occasional evening and weekend hours for special events.

Travel:

Occasional travel required for support of major events and on-site production.

Required Education/Experience:

- Bachelor’s Degree required; Master’s Degree or advanced education preferred
- Minimum 10 years work experience operating in independent roles, exercising leadership skills, providing functional or formal supervising of staff/teams
- Skilled at negotiation, planning, and budgeting
- Able to lead a team and manage several tasks at once
- Calm under pressure and comfortable with a fast-paced work environment
- Problem-solving skills, deadline-focused, and goal-driven
- Meticulous in their work with high standards of excellence
- Experience in Higher Education setting preferred

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Duties, responsibilities, and activities may change at any time with or without notice.

Signature:

Employee signature below constitutes the employee’s understanding of the requirements, essential functions, and duties of the position.

Employee: _____ **Date:** _____