



Position Description for Assistant Vice President of Operations

FLSA Classification: FT/exempt

Salary Grade/Level: A19

Position Title: Assistant Vice President of Operations

Reports to: Vice President of Operations

Date Created/Revised: April 2026

Salary Range: \$81,564 - \$95,838+

Phillips Theological Seminary offers theological education dedicated to learning the way of Jesus in order to cultivate vital congregations, communities, conversations, and the public good. The Seminary is affiliated with the Christian Church (Disciples of Christ). Located at the trinium of the Creek, Osage, and Cherokee Nations, and just minutes east of the Greenwood District of Tulsa, OK, better known as Black Wall Street. Phillips is committed to justice initiatives and relational solidarity. We are committed to diversity, interculturality (e.g., Africana, Latinx, Asian, and Indigenous American communities), and justice with attention to the social realities of race, class, ethnicity, gender, and queer expressions of the human experience.

Summary/Objective:

The Assistant Vice President of Operations is responsible for the day-to-day leadership and strategic coordination of the Seminary's People & Culture, and Safety & Security. Reporting to the Vice President of Operations, this position serves as a key operational leader, ensuring the effective delivery of services that support the Seminary's mission and enhance the employee and community experience. The Assistant Vice President collaborates closely with the VP of Operations, senior leadership, faculty, and staff to implement policies, manage programs, and foster a culture of excellence, and safety.

Essential Functions:

People & Culture

- Implements and manages the People & Culture strategy in alignment with the organization's mission, values, and strategic goals.
- Leads inclusion and belonging initiatives, ensuring these principles are integrated into daily operations, policies, and programs.

- Oversees the Manager of People & Culture and collaborates with senior leadership on employee engagement, workforce planning, and organizational culture initiatives.
- Manages talent acquisition processes to attract and retain qualified candidates aligned with the Seminary's mission and values.
- Ensures HR policies and practices are fair, transparent, legally compliant, and reflect the organization's values.
- Oversees employee relations, conflict resolution, and provides guidance on complex personnel matters in collaboration with the VP of Operations.
- Implements and monitors performance management programs that promote accountability, continuous feedback, and professional development.
- Manages compensation and benefits administration, ensuring competitiveness and internal equity.
- Oversees employee onboarding, training, and development programs that support staff growth and institutional goals.
- Maintains accurate HR records and ensures compliance with all employment laws and regulations.

Safety & Security

- Implements and manages comprehensive safety and security programs aligned with the Seminary's mission and operational needs.
- Enforces safety policies, procedures, and best practices for physical security, risk management, and emergency response.
- Ensures ongoing compliance with local, state, and federal safety and security regulations, with particular attention to higher education requirements.
- Manages the implementation, testing, and ongoing refinement of emergency preparedness and crisis management plans.
- Coordinates with the VP of Operations and Senior Director of Communications on crisis communication protocols and response.
- Conducts regular safety audits and risk assessments, recommending improvements as needed.
- Manages relationships with local law enforcement, emergency responders, and security vendors.
- Works with the institutional technology team to oversee security systems, access control, and monitoring protocols.
- Leads safety training programs for employees and students.

Administrative and Leadership Responsibilities

- Collaborates with other vice presidents, senior directors, and department heads on cross-functional initiatives and institutional priorities.
- Participates in Seminary Cabinet meetings and other leadership forums as assigned.
- Prepares reports, presentations, and briefings on operational matters for senior leadership and the Board of Trustees as requested.

- Supports institutional planning, policy development, and problem resolution in operational areas.
- Manages departmental budgets and ensures cost-effective resource allocation.
- Promotes positive working relationships across departments and with external partners and vendors.
- Identifies trends, opportunities for innovation, and best practices to enhance operational effectiveness.
- Represents the Seminary at professional conferences and community events as appropriate.

Competencies:

- Knowledge of organizational structure, workflow, and operational best practices in higher education or nonprofit settings
- Understanding of institutional policies, procedures, and the regulatory environment
- Strong interpersonal skills and the ability to interact effectively with diverse stakeholders including faculty, staff, students, community members, and external partners
- Demonstrated leadership, organizational, and management skills
- Employee development and performance management capabilities
- Analytical and critical thinking skills with the ability to analyze data and make informed decisions
- Strong verbal and written communication skills and the ability to present effectively to various audiences
- Ability to supervise and develop staff, including organizing, prioritizing, and scheduling work assignments
- Ability to foster a collaborative and inclusive work environment
- Ability to manage multiple priorities and complex projects simultaneously
- Strategic planning and implementation skills
- Knowledge of HR best practices, employment law, and compliance requirements
- Understanding of safety and security protocols, emergency management, and risk assessment
- Proficiency with relevant technology systems and platforms
- Ability to maintain confidentiality and exercise sound judgment
- Cultural competency and commitment to diversity, equity, and inclusion
- Problem-solving skills with a solutions-oriented mindset
- Ability to work effectively under pressure and adapt to changing priorities

Supervisory Responsibilities:

Directly supervises the Manager of People & Culture, the Phillips safety team, and outside security contractors. Provides leadership, direction, and performance management for these team members and their respective functions.

Work Environment:

This position requires a self-motivated leader with strong attention to detail and excellent organizational skills. The work environment requires the ability to work both independently and collaboratively, managing multiple priorities while maintaining productivity and responsiveness to Seminary stakeholders. Regular interaction with employees, students, visitors, and external partners is expected.

Physical Demands:

This is primarily an office-based position with regular movement throughout campus facilities. The position requires the ability to conduct site visits, attend events, and participate in emergency response activities. Occasional lifting or moving of materials up to 25 pounds may be required. 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.

Travel:

No travel outside of the work setting is required

Required Education/Experience:

- Bachelor's Degree required
- Minimum 5-7 years of progressive work experience in operations, human resources, or related fields
- Minimum 3 years of supervisory or management experience
- Experience managing multiple functional areas or complex projects
- Experience with budget management and resource allocation

Preferred Education/Experience:

- Master's Degree in Business Administration, Human Resources, Higher Education Administration, or related field
- Experience in higher education, nonprofit, or mission-driven organizational settings
- Professional certifications in HR (PHR, SHRM-CP), or safety management
- Experience with crisis management and emergency response
- Knowledge of ADA compliance and accessibility best practices
- Familiarity with theological education or faith-based organizations

EEO Statement:

Phillips is an Equal Opportunity, ecumenical seminary of the Christian Church (Disciples of Christ). We are approved by the University Senate of the United Methodist Church. Phillips Theological Seminary is an equal employment opportunity employer who complies with all federal, state, and local equal employment opportunity laws. The Seminary does not discriminate against

employees or applicants base on race, color, national or ethnic origin, alienage and citizenship status, marital status, age, sex, gender (including gender identity and expression), sexual orientation, genetic information, pregnancy, disability, military status, or religion. The Seminary's commitment to equal opportunity extends to all aspects of the employment relationship, including hiring, promotions, training, working conditions, compensation, and benefits.

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:** _____