

Vice President for Administration Job Description

Function: The Vice President for Administration is the chief university officer for all operational and administrative functions related to construction and maintenance of university facilities, to the safety and security of the campus, to human resources, and to any auxiliary services.

Scope:

- Oversight of Police Department
- Office of Facilities Management
- University Attorney
- Office of Human Resources
- Office of Environmental Health, Safety, and Emergency Management
- Sustainability issues
- Real estate issues
- Transportation matters
- Economic Development Issues
- Open Records requests
- Support of fund raising activities
- Management of auxiliary services

Minimum Qualifications:

- History of increasingly responsible appointments with at least 10 years of senior level experience in a management/financial position
- Strategic business management skills
- Knowledge and understanding of organizational performance benchmarking and measurement concepts, principles, and techniques
- Ability to analyze and interpret complex financial and operational data
- Ability to interact effectively with a variety of constituencies, including demonstrated effective interaction with state agency officials
- Knowledge and understanding of institutional policies and procedures and the regulatory environment within which they operate
- Masters degree
- Earned doctorate preferred

Other **responsibilities** include serving as the university's designated Custodian of Records and the Ethics Office for the University. As such, the Vice President for Administration will interface with external constituencies and leaders.