



Vacancy Announcement

Director of Auxiliary Services

The Division of Financial Affairs seeks a Director of Auxiliary Services. This position reports to the Vice President for Financial Affairs, provides leadership and guidance for Print Services, Mail Room Services, Motor Pool, Campus Bookstore (Contracted to Follett), Dining Services (Contracted to Thompson Hospitality), Living and Learning Center (Conference Center), rental properties and Panther Card. The Director of Auxiliary Services will plan and direct the activities of the University's Auxiliary Services to support University users and develop policies and procedures to establish and maintain compliance.

Essential Duties and Responsibilities:

- Oversee the financial and personnel functions of the assigned Auxiliary Services units.
- Knowledge of word processing, database, and spreadsheet software.
- Office management and staff supervision.
- Goal setting and achievement strategies.
- Customer relations/service principles and techniques.
- Marketing principles, practices, concepts, methodology and techniques.
- Builds and enhances business relationships.
- Maintains accurate and detailed financial and personnel records.
- Assesses program needs/outcomes and develops new or enhance existing programs to meet department, division, and university goals and objectives.
- Evaluates operational procedures/policies and develops and implements new strategies for designated area.
- Meets projected deadlines, and manages multiple tasks.
- Fosters cooperative work environment.
- Develops overall business strategies for the self-sustaining, revenue-generating auxiliary enterprises and activities that ensures their fiscal stability.
- Seeks opportunities for future initiatives and revenue development consistent with University needs.
- Preparing a variety of reports related to operational activities, including statistical analysis.
- Managing, marketing and promoting programs in an entrepreneurial environment.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential

duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions:

- Implement budget and financial planning processes with departmental managers within the division, and assist with evaluating monthly financial statements and financial status/progress for each division department.
- Coordinate training efforts for the division; assess opportunities and disseminate information; direct special projects as assigned.

Supplemental Functions:

- Act as liaison to departments, campus administration and outside agencies.
- Prepare reports and proposals, as directed.
- Serve on division and university committees, as directed.
- Attend conferences and seminars, as directed.
- Effectively communicates with others, both orally and in writing.
- Supervises and trains staff, including prioritizing, and scheduling work assignments.

Education and/or Experience:

- Bachelor's Degree in Business Administration or related field. Five years of progressive and professional experience related to area of assignment, including minimum two years supervisory experience.

The selected applicant may be required to submit to a background investigation. VUU is an Equal Opportunity, Affirmative-Action Institution committed to cultural, racial and ethnic communities and compliance with the Americans with Disabilities Act. It is expected that successful candidates share in this commitment. Persons who need reasonable accommodation under the Americans with Disabilities Act to participate in the application process should contact the Office of Human Resources at 804-257-5841.

Application process:

For qualified applicants, the application packet should contain a letter of interest, resume, three writing samples, and a list of three professional references along with contact information. Mail completed package to the following address: Office of Human Resources, Virginia Union University, and 1500 North Lombardy Street, Richmond, VA 23220. Complete packages may also be submitted electronically to Resumes@vuu.edu.