



Organization: Virginia Union University (VUU)

VUU, founded in 1865, is one of the oldest historically black colleges in America, and is a premier liberal arts institution located in Richmond, Virginia. The University is accredited by the Southern Association of Colleges and Schools and provides a nurturing, intellectually challenging and spiritually enriching environment as it develops scholars, leaders, and lifelong learners. Virginia Union University has a student body of approximately 1700 undergraduate and graduate students (in the School of Theology).

Organizational Contact: Ms. Deborah Jones, HR Director

Position Title: Director of Auxiliary Services

Position Type: Full-time

Job Description: 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. Job duties and responsibilities include but are not limited to: Overseeing the financial and personnel functions of the assigned Auxiliary Services units; goal setting and achievement strategies; customer relations/service principles and techniques; marketing principles, practices, concepts, methodology and techniques; building and enhancing business relationships; maintaining accurate and detailed financial and personnel records; assessing program needs/outcomes and developing new or enhance existing programs to meet department, division, and university goals and objectives; evaluating operational procedures/policies and developing and implementing new strategies for designated areas; meeting projected deadlines, and managing multiple tasks; and fostering cooperative work environment; developing overall business strategies for the self-sustaining, revenue-generating auxiliary enterprises and activities that ensures fiscal stability.

Requirement/Qualifications: A 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.

Salary: Commensurate with Education and Experience

How to Apply: For qualified applicants, the application packet should contain a cover letter, resume, and a list of three professional references along with contact information. Submit complete packet electronically to Resumes@vuu.edu

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.

The selected applicant may be required to submit to a background investigation. VUU is an Equal Opportunity Employer. We consider qualified applicants without regard to race, color, religion, sex, national origin, sexual orientation, disability, gender identity, protected veteran status, or other protected class.