



Vacancy Announcement Operations Manager

Virginia Union University (VUU) was founded in 1865 in the heart of Richmond, VA. Over the past 153 years, the university has become a premier liberal arts urban institution of higher education and center of excellence for the preparation of students and the development of leaders for tomorrow's world.

The Academic Affairs division is in search of an Operations Manager who will plan and oversee the daily operations of the division to ensure goals and objectives are achieved. They will work closely with the Provost/Sr. Vice President of Academic Affairs and the Associate Provost to carry out division directives.

Duties and Responsibilities:

Specific duties may include and are not limited to the following:

- Plan, track, and collaborate with Vice Presidents and Divisions to improve speed and quality, maximize efficiency, increase visibility, and achieve area key performance metrics.
- Manage divisional reporting and planning.
- Organizes and oversees the schedules and work of assigned staff.
- Plans and organizes daily activities related to production and operations.
- Measures productivity by analyzing performance data, financial data, and activity reports.
- Coordinates with other support departments within Corporate and External Affairs to ensure successful production operations.
- Oversees the shipping and receiving functions.
- Assists with budget preparation for operations unit.
- Assists with, or prepares and updates, organizations operations manual and policies.
- Ensuring all operations are carried on in an appropriate, cost-effective way.
- Improving operational management systems, processes and best practices.
- Helping the organization's processes remain legally compliant.
- Establish production KPIs and conduct quality assessments.
- Monitor daily operations and address potential issues when they arise.
- Build processes that meet our business objectives and ensure compliance.
- Take into account the needs of external and internal stakeholders and incorporate them into new strategic plans.
- Analyze data from all the schools that work within Academic Affairs.
- Make sure the strategic goals align with divisional KPIs.
- Performs other related duties as required.

Qualifications:

- Proficient in the Microsoft Office Suite tools, specifically Word, PowerPoint, Excel, OneDrive.
- Excellent managerial and supervisory skills.
- Extensive knowledge of operations and production management.
- Ability to interpret financial data as needed to set production goals.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite or similar software.
- Bachelor's degree in business management, Business Administration, or related field required; M.B.A. preferred. Or equivalent degree.
- Five years of related experience required.

Salary: Commensurate with experience

Applications Deadline:

Review of candidate materials will begin immediately and continue until the position is filled. Applications should include a resume with three references and a cover letter and should be emailed to Resumes@vuu.edu. Please call (804) 257-5841 with any questions.

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.

For more information about Virginia Union University, visit <https://www.vuu.edu/about-vuu>

Posted: 2/25/20