

**Position: Assistant Director of Operations**

**Reports to: The Director of Facilities**

**Property: The Village, University of South Florida**

**FLSA: Exempt                      Salary Range: \$45,000 - \$50,000 annually**

Position Description:

Reporting to the Director of Facilities; the Assistant Director of Operations is primarily responsible for assisting the director in facilities administration, account management & relations, office coordination, summer housing and developing a student-centered approach to operations.

Essential Duties & Responsibilities:

**Administrative**

- Assists in responsibilities for data entry; generating regular and recurring reports; maintaining up to date files. Takes part in regular review and audit of policies and procedures.
- Participates in rotating management on-call duties.
- Work with University resources to manage reporting schedules and expectations.
- Accounts payable/receivable.
- Coordination of staff recruitment, selection, training, evaluation and policy enforcement.
- Participates in monitoring the site-operating budget.

**Facilities**

- Assisting Director and Supervisors in coordinating work, projects and vendors.
- Secures appropriate insurances and paperwork from vendors.
- Assists in tracking and review of work orders; coordinating turn schedules; follow up with work order issues and resident complaints.
- Assists in maintaining policy and procedure manuals and maintaining key logs and protocols.
- Takes part in regular safety and compliance audits.
- Assists in capital projects and scheduling/coordination

**Student Approach & Summer Housing**

- Assist in creating a student first atmosphere in the community.
- Assist in developing procedures, policies, and training for staff to achieve the highest standards of customer service.
- Works with university departments to assist in the resident education and experience.
- Works with Director and all appropriate parties to coordinate facilities for summer housing; Ordering and auditing of summer housing supplies and needs.
- Coordinates check-in and check-out and assists as point of contact while summer housing and programs on-site.
- Other duties as assigned.

Supervisory Responsibilities:

Directly supervises the Accounts Coordinator. Co-supervises, with the Director, personnel as necessary. Carries out supervisory responsibilities in accordance with COCM policies and applicable laws.

Required Education and/or Experience:

- Bachelor's Degree Required in student affairs, business operations or related fields; and/or three to five years related experience and training.
- Previous experience gathering and analyzing data, creating reports, managing budgets and experience with Microsoft Office.

Preferred Education and/or Experience:

- Master's Degree in student affairs, business operations or related fields.
- Previous experience working with facilities administration in higher education, student housing or campus facilities operations.
- Experience in capital projects, development of financial reports and presentation of results to constituents, and experience in residence life / education.
- Summer housing experience in a higher education environment.

To apply for this position please use the following link for our online application:

[https://workforcenow.adp.com/jobs/apply/posting.html?client=COCM&jobId=31247&lang=en\\_US&source=CC3](https://workforcenow.adp.com/jobs/apply/posting.html?client=COCM&jobId=31247&lang=en_US&source=CC3)