

JOB DESCRIPTION

Business Operations Manager 4

Job Family: Administration

Job Series: Business Operations Manager

Job Code: 4144

Classification Level: O

Posted Business Title: Associate Vice Provost for Student Affairs & Dean of Community Engagement and Diversity

Exemption: Exempt

Note: Not all unique aspects of the job are covered by this job description

JOB PURPOSE:

At Stanford, the Student Affairs division is a diverse organization of professionals who are dedicated to the social, psychological, ethical, and cognitive development and well being of all Stanford students and to the direct support of faculty in pursuit of the university's educational and research mission. The Vice Provost for Student Affairs is now accepting applications for a dynamic leader to serve as associate vice provost (AVP) for student affairs and dean of community engagement and diversity.

The successful candidate will provide leadership and direction in both University-wide and Student Affairs priorities, decision-making, programs and initiatives, as a member of the divisional executive team. In this role, the candidate will act as a thought leader and collaboratively and creatively work to advance the division's vision, as well as the vision, priorities and program of the Community Engagement & Diversity unit.

The AVP position is crucial to the work of Student Affairs and will lead the formation of a newly configured unit creating collaboration and synergy among offices dedicated to: advancing student learning and development; fostering community engagement; empowering students to thrive; and promoting diversity, inclusion and reflection. To be successful, the AVP will have a sincere interest in efforts that develop student learning, engagement and community and will be dedicated to the values of diversity and inclusion.

The AVP is responsible for an annual operating budget of ~\$7.5M and a professional staff of approximately 45 from the offices of Asian American Activities Center, Black Community Services Center, Diversity and First Generation Programs, El Centro Chicano y Latino, Haas Center for Public Service, LGBT Community Resources Center, Markaz Resource Center, Native American Cultural Center, Student Activities and Leadership, and the Women's Community Center.

CORE DUTIES*:

- Oversee the management of areas of responsibility. Direct staff and provide leadership to achieve goals and vision of the organization. Responsible for hiring and retaining staff, career coaching, personal development for direct reports and accountable for the performance of employees. Prior experience in an academic research institution strongly preferred.
- Provide strategic direction for multiple areas of business; create strategic plans of considerable complexity and scope; set long-range direction and make high level

decisions; propose and manage the implementation of complex and significant programmatic change; establish policies as needed.

- Oversee a variety of programs, primarily for students, that promote multicultural education, community service, community engagement, diversity, inclusion, student development, and student leadership, as well as residential education programs focused on enhancing cultural competency and advancing diversity in collaboration with university partners.
- Create, evaluate and critically examine processes, systems and policies to ensure maximum effectiveness and inclusivity. Develop organizational structures and systems that facilitate efficient and effective utilization of university resources to achieve [unit](#) goals and maintain effective fiduciary responsibilities to maximize resources. Create thoughtful, integrated processes that involve key stakeholders.
- Advise executive management on programmatic and policy development. Negotiate and influence university leaders on issues that have university-wide impact. Serve as a leader in coordinating response to critical incidents involving student concerns regarding campus climate, student government, social justice concerns, etc.
- Collaborate with staff in response and decision-making, ensuring consistency, student centered approach, while also protecting the interests of the University. Champion major initiatives lead complex, high-visibility process redesign and innovation projects; develop and implement initiatives.

** - Other duties may also be assigned*

MINIMUM REQUIREMENTS:

Education & Experience:

Master's degree strongly preferred. Bachelor's degree and ten years of relevant experience in administrative and financial management, or combination of education and relevant experience.

Knowledge, Skills and Abilities:

- Demonstrated strategic leadership, planning and change management skills.
- Excellent oral and written communication skills. Advanced financial expertise in, budget planning and financial forecasting.
- Exceptional interpersonal, negotiation and political acumen skills. Able to influence people, solve problems, trouble shoot, think creatively and resolve conflicts.
- Expert analytical and problem solving skills.
- Strong knowledge of industry standards, trends and/or regulatory requirements.
- Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations.

Additional Knowledge, Skills and Abilities May Include

- Knowledge of student development theory and of concerns, challenges, interests and issues currently prevalent among undergraduate and graduate students, with a strong background in advising
- Proven ability to work in an inclusive and consultative way with faculty, staff, peers, students, parents, and the broader external community

- Demonstrated understanding and willingness to transmit the cultural and ethical imperatives of the University as they affect students.

EXPERIENCE A CULTURE OF EXCELLENCE

Student Affairs at Stanford University advances student development, learning and well-being through four key priorities:

- Advancing student learning and development;
- Promoting diversity, inclusion and reflection;
- Fostering community engagement; and
- Empowering students to thrive

Stanford University, located in the heart of California's Silicon Valley, is one of the world's leading teaching and research universities. Since its opening in 1891, Stanford has been dedicated to finding solutions for the betterment of humanity and for preparing students for leadership in a complex world.

To foster the talents and aspirations of our 10,000 staff, Stanford offers career development programs, competitive pay that reflects market trends and benefits that increase financial stability and promote healthy, fulfilling lives. Stanford offers an exceptional setting for professionals looking to advance their careers.

PHYSICAL REQUIREMENTS/ WORKING CONDITIONS*:

- Constantly perform desk-based computer tasks.
- Frequently sitting.
- Occasionally stand/walk, reach/work above shoulders, use a telephone, writing by hand, lift/carry/push/pull objects that weigh up to 10 pounds;
- Rarely twist/bend/stoop/squat, sort/file paperwork or parts, lift/carry/push/pull objects that weigh 11-20 pounds.
- Occasionally work evenings and weekends.

** - Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of his or her job.*