



MID-AMERICA
CHRISTIAN UNIVERSITY
Job Description

Job Title: Vice President for Administrative Affairs	
Division/Department: Administration	Reports to: President
Position Type: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Student Worker	FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt

POSITION SUMMARY:

This leader works closely with the President in developing and implementing the University's strategic plan. The leader is instrumental in assessing institutional profitability and quality performance in order to give counsel to the President and the President's Cabinet. Three departments currently report to this leader: Technology, Maintenance and Transportation, and Public Safety. This vice president oversees all Master Planning of the campus.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Strategic Planning:

- Implements, under the direction of the President/CEO, the Board of Trustees' approved University Strategic Plan.
- Initiates the annual strategic planning process while also providing training for campus employees
- Leads the President's appointed Strategic Planning Council
- Is responsible for annually updating the University's FACT BOOK, sharing trending and forecasting with the President
- Assists the President in creating the structure and processes necessary to manage the organization's current activities and its projected growth.

Facilities Management:

- Supervises the directors or officers of the following departments
 - The Office of Information Technology
 - Department of Maintenance
 - Department of Transportation
 - Department of Public Safety
- Oversees Master Planning
- Coordinates all project work and is the chief contact with all building contractors to ensure that the project is within budget and timeline
- Negotiates bookstore lease

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.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

- **Analytical** - Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.
- **Interpersonal Skills** - Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Demonstrates group presentation skills; Participates in meetings.
- **Written Communication** - Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information.
- **Teamwork** - Gives and welcomes feedback; Contributes to building a positive team spirit; Able to build morale and group commitments to goals and objectives, respects individuals.



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- **Change Management** - Develops workable implementation plans; Communicates changes effectively; Monitors transition and evaluates results.
- **Leadership** - Exhibits confidence in self and others; Inspires and motivates others to perform well; Gives appropriate recognition to others.
- **Managing People** - Includes staff in planning, decision-making, facilitating and process improvement; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Improves processes, products and services.
- **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- **Business Acumen** - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.
- **Cost Consciousness** - Works within approved budget; Works with the Chief Financial Officer in developing and implementing cost saving measures; Contributes to profits and revenue ; Conserves organizational resources.
- **Ethics** - Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Strategic Thinking** - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

EDUCATION and/or EXPERIENCE:

Masters degree or equivalent; or more than 10 years related experience and/or training; or equivalent combination of education and experience

COMPUTER SKILLS:

To perform this job successfully, an individual should have knowledge of Microsoft Outlook; Microsoft Visio Design software; Goldmine Development software; Microsoft Internet Explorer software; Microsoft Excel Spreadsheet software and Microsoft Word.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.