Assistant Vice President for Specialty Business Services and Cultural Arts

Position Details

Classification Information

- **University Title**: Assistant Vice President - 8523
- **Pay Grade**: 40
- **Salary**: Commensurate with qualifications
- **Base of Employment**: P - P&S
- **Job Category**: Professional and Scientific
- **Pay Frequency**: Monthly

Posting Details

- **Posting Number**: 90126P
- **Working Title**: Assistant Vice President for Specialty Business Services and Cultural Arts
- **Advertised Employing Department**: Senior Vice President for University Services
- **Appointment Type**: Professional & Scientific - Continuous
- **Proposed Start Date**: As soon a possible
- **Proposed End Date or Length of Term**: 12
- **Number of Months Employed Per Year**: Full-Time

Summary of Duties and Responsibilities

The Senior Vice President for Operations and Finance at Iowa State University seeks an innovative, creative, and collaborative leader for its Assistant Vice President (AVP) for Business Specialty and Cultural Arts. This position is responsible for the leadership, overall vision, and direction of nine major operations that provide critical support functions and cultural enrichment opportunities across the Iowa State campus: Iowa State Center, Logistics & Support Services, Printing & Copy Services, Reiman Gardens, Transportation Services, University Book Store, University Museums, Veenker Memorial Golf Course, and WOI Radio Group.
One of the unique opportunities of this role is to take seemingly disparate units and, through communication and building a sense of team, identify opportunities that can lead to greater efficiencies, improved processes, increased employee and customer satisfaction, and better value and enhanced quality of services. With limited direction, the AVP plans, develops, administers, and coordinates: business planning, strategic planning, budgeting, diversity initiatives, policy development and implementation, and process improvement efforts for the division's functions. Relationship building and communication efforts are paramount to this position. The AVP works collaboratively with other campus, state, and community partners to develop strong relationships that support positive interactions, enhance the visibility of, and project the key messages of the division. The AVP also provides leadership, advocacy, mentoring, coaching, training and development opportunities, and personnel oversight for unit directors, ensuring the same for the directors’ employees.

The AVP is responsible for ensuring that each function provides outstanding customer service while establishing and meeting fiscal targets. As such, the successful candidate must possess an understanding of a variety of business models (including retail and fee-for-service operations); a commitment to customer service; the ability to promote excellent interpersonal relationships and be comfortable briefing leaders; and strong analytical, written and verbal communication skills. The successful candidate also will: be a strategic thinker who can translate vision into actions; be diplomatic in persuading, influencing, negotiating, and resolving issues with a wide variety of stakeholders, both internal and external to the university; be an effective leader with the ability to build a sense of team; be able to manage large-scale projects and change initiatives while prioritizing and balancing multiple and sometimes conflicting demands and projects; and display an innovative and entrepreneurial spirit coupled with an adherence to best business practices and ethics.

About Iowa State University and the Ames Community

Iowa State University is classified as a Carnegie Foundation Doctoral Universities: Very High Research Activity, a member of the Association of American Universities (AAU), and ranked by U.S. News and World Report as one of the top public universities in the nation. More than 34,000 students are enrolled and are served by over 6,200 faculty and staff.

Iowa State University is a global and culturally diverse university committed to providing an inclusive, equitable, and diverse environment for both learning and employment. We know that diversity in experience and perspective is vital to advancing innovation, critical thinking, solving complex problems, and building an inclusive academic community. At Iowa State, we translate these values into action by seeking individuals who have experience working with diverse students, colleagues, and constituents. The university has an expectation that all employees will demonstrate a contribution to diversity and inclusion as embodied in Iowa State University’s Principles of Community.

Ames, Iowa is a progressive community of 60,000, located approximately 30 minutes north of Des Moines, and recently voted one of the best college towns in the nation.

Iowa State University is an equal opportunity employer committed to excellence through diversity and strongly encourages applications from all qualified applicants, including women, underrepresented populations, and veterans. ISU is responsive to the needs of dual career couples, is dedicated to work-life balance through an array of policies, and is an NSF ADVANCE institution.

All employees are expected to exhibit and convey good citizenship within the program, the department, college, university activities, collegial interactions, and
maintain the highest standards of integrity and ethical behavior.

Required Education and Experience
Bachelor’s degree and 10 years of related experience; OR a Master’s degree and 8 years of related experience; OR a Ph.D. or other professional degree and 5 years of related experience.

Supplemental Required Education and Experience

Preferred Education and Experience
- Experience in higher education
- Leadership experience in business services, including strategic planning, budgeting, and financial accountability
- Experience building and managing an array of effective working relationships
- Experience identifying and initiating new business and/or revenue-generating opportunities
- Experience leading change in an organization
- Experience spearheading customer service initiatives
- Supervisory experience

Location (if other than Ames)

Additional Information
This position serves at the pleasure of university administration and is exempt from certain P&S policies.

This position may require travel to carry out position responsibilities. Therefore, candidates must have access to reliable transportation.

Department Contact Name
Madeline Burkhardt

Department Contact Phone
515-294-7348

Department Contact Email
mburk@iastate.edu

Department/Unit Website

Application Instructions
To apply for this position, please click on “Apply for this Job” and complete the Employment Application. Please be prepared to enter or attach the following:

1) Resume/Curriculum Vitae
2) Letter of Application/Cover Letter
3) Contact Information for Three References

If you have questions regarding this application process, please email employment@iastate.edu or call 515-294-4800 or Toll Free: 1-877-477-7485.

Special Instructions Summary

Guaranteed Consideration Date
04/14/2019

Pre-Employment Screening
All offers of employment, oral and written, are contingent upon the university’s verification of credentials and other information required by federal and state law, ISU policies/procedures, and may include the completion of a background check and/or a consumer credit check.
Quick Link

http://www.iastatejobs.com/postings/39316

EO Statement

Iowa State University is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, genetic information, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Office of Equal Opportunity, 3410 Beardshear Hall, 515 Morrill Road, 515 294-7612, email eooffice@iastate.edu.

Required Licensure(s)/Certification(s)

Preferred Licensure(s)/Certification(s)

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Please describe your personal management experience. Include details such as the complexity of the organization and your specific supervisory responsibilities.
   
   (Open Ended Question)

2. * Please describe your leadership experience in business services. Include details about your role in strategic and business planning, financial management, and process improvement.
   
   (Open Ended Question)

3. * Please provide examples that demonstrate effective working relationships that you have fostered with each of the following: senior leadership, interdepartmental colleagues, and external entities.
   
   (Open Ended Question)

4. * Please describe your experience in, and provide a specific example of, identifying and initiating new business and/or revenue-generating opportunities.
   
   (Open Ended Question)

5. * Please provide an example that demonstrates your experience leading change in an organization.
   
   (Open Ended Question)

6. * Please provide an example that demonstrates your experience developing and implementing customer service initiatives.
   
   (Open Ended Question)

7. * Where did you first learn about this vacancy?
   - ISU Employment Opportunities Website
   - ISU Employee Website
   - Placement Office
   - Trade Journal
   - Newspaper
   - HERC Website
8. Please indicate which specific website, placement office, trade journal, newspaper, or other resource influenced you to apply for this position.

(Open Ended Question)

### Applicant Documents

#### Required Documents

1. Resume/Curriculum Vitae
2. Letter of Application/Cover Letter
3. Reference Contact Information

#### Optional Documents

None