Job Title: Executive Director of Auxiliary Services and Business Enterprises

Job ID: 21702

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island (CSI) is a senior college of the of the City University of New York (CUNY) system. Situated on a beautiful, park-like, 204-acre campus, CSI offers a broad range of academic programs in the liberal arts and sciences and several professional areas through two academic divisions and three academic schools. With an enrollment of approximately 13,000, the college awards associate’s, bachelor’s, master’s, doctoral degrees as well as professional certifications through continuing education. CSI’s internationally recognized faculty passionately engage in scholarly and artistic activities, and together with strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. CSI is committed to educational excellence opportunity, and instilling in students an enduring love of learning and respect for diversity and inclusion. Our college community recognizes its responsibility to strive for the common good, including an informed appreciation for the interdependence of all people, as well as providing students with the opportunities for successful future careers.

CSI has recently established its role as Staten Island’s anchor institution, serving as the borough’s intellectual, cultural, and economic center in alignment with the college’s “Borough Stewardship” priority of its Strategic Plan. One of the primary goals of the college’s Division of Economic Development, Continuing Studies, and Government Relations is to advance this priority by positioning the college as a trusted community leader, partner, and valued resource, and promoting civic prosperity through the realization of individual, community, regional, and global economic and social potential.

Auxiliary Services and Business Enterprises of CSI includes a diverse group of revenue-generating business enterprises that directly support student life, student success, and the faculty and staff of the college. The Executive Director of Auxiliary Services and Business Enterprises provides leadership for administration, management, and supervision of major support services, including dining, the campus bookstore, parking, Dolphin ID cards, student residential housing, accounting/payroll for college-wide revenue generating areas, pouring rights/vending operations, and lease operations.

Reporting to the Vice President for Economic Development, Continuing Studies, and Government Relations, the Executive Director will perform the following duties and responsibilities:

- Leads the administration, management, and supervision of major support services, including dining, the campus bookstore, parking, Dolphin ID cards, student residential housing, accounting/payroll for college-wide revenue generating areas, pouring rights/vending operations, and lease operations.
- Leads the development and management of Auxiliary enterprises policies and procedures, develops service benchmarks; identifies areas for improvement ensuring alignment with the college mission and strategic plan.
- Provides administrative support for the Auxiliary Services Board, and cultivates a productive relationship with the Board of Directors to advance the mission of Auxiliary Services in alignment with the college’s strategic priorities.
- Maintains pace with national industry standards and best practices, and continuously advances the implementation of innovative and entrepreneurial practices.
- Leads the development and management of budgets on a self-sustaining financial basis. Identifies, analyzes and communicates variances to stakeholders.
- Serves as an effective liaison between Auxiliary Services and other college offices and departments through partnerships and collaborations to ensure the highest levels of customer service for diverse constituents in which quality and price are appropriately balanced.
- Champions and promotes the value of Auxiliary Services' business enterprises to students, faculty, and staff.
- Directs vendor relations management, including developing/negotiating contract terms and key performance indicators, and monitoring contract/vendor performance and delivery.
- Recruits, retains unionized and non-unionized staff, and develops an energetic and robust workplace environment that fosters a culture of teamwork, collaboration, professional development, performance accountability, and
commitment to excellence.
- Negotiates collective bargaining agreements for unionized employees and implements terms and conditions of employment for all employees. Maintains confidentiality of sensitive and privileged information.
- Oversees the implementation of new software and technology to improve efficiency, performance, and services.
- Directs the preparation and maintenance of a variety of narrative, financial, and statistical records, files and prepares reports related to Auxiliary and Business Enterprise programs, budgets, compliance, services, funds, financial activities, and personnel.
- Ensures compliance with federal, state, local laws and tax codes that impact college Auxiliary Services' operations.
- Recommends new and innovative business opportunities in order to generate new alternative revenue streams, and assesses the financial viability of those ventures.
- Implements marketing strategies and business developments to expand the operations of Auxiliary Services.
- Strategically identifies areas where there are cost savings, revenue and generating opportunities.
- Performs other duties and responsibilities as required.

QUALIFICATIONS

This position is in CUNY's Executive Compensation Plan. All executive positions require a minimum of a Bachelor's degree and eight years' related experience.

Preferred qualifications include:
- Experience in a diverse, public educational setting or a demonstrated understanding of the culture and operations of public educational institutions.
- Experience in operating or managing a related, large, and complex business enterprise.

CUNY TITLE

Assistant Administrator

COMPENSATION AND BENEFITS

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

To apply, please visit https://cuny.jobs/ and enter the Job ID# in the “What” section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

CLOSING DATE

February 21, 2020

JOB SEARCH CATEGORY

CUNY Job Posting: Executive

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.