UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Assistant Vice President, Business Services

DIVISION: Business and Finance

REPORTS TO: Vice President, Business and Finance

GRADE: 20

SUPERVISES:

BASIC FUNCTION:

Manage and direct the business and support service functions for the University's campuses.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide leadership and guidance and oversee the planning and management of Business Administration departments, including Purchasing, Property and Postal Services, Public Safety (police, health and safety, insurance, and civil defense) and Facilities and Operations.

Responsible for management of the University's real property involving approximately 4,000 acres on four campuses, including the leasing of over 260 acres of agricultural lands.

Serve as University liaison with State and local departments and officials, including State Purchasing, General Services Administration, Department of Transportation, State Properties Committee, and officials in South Kingstown and other cities and towns where University property is located.

Responsible for developing and implementing contracts and agreements (including union contract administration) in consultation with the University's Legal Counsel, serving as a signature authority for agreements, contracts and purchasing documents including lease-purchases.

Serve as the Chairman of the Business Services Council.

Manage the University's space allocation program.

Integrate planning for service functions with other Business and Finance and University departments.
OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned by the Vice President, Administration.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Master's degree in business administration or related field and five years' progressive experience in management and administration, preferably in higher education.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.