



California State University, Stanislaus is pleased to announce the following position and invites nominations or applications.

Director of Operations, Stockton Center

The Director of Operations located at the Stockton Center is a full-time, 12 month, MPP (Management Personnel Plan) position and reports directly to the Dean of the Stockton Center.

The Director of Operations works closely with the Dean and serves as the onsite facility manager and chief of staff for academic and student programs, facilities, services and events that are located at the Stockton Center, or sponsored by the campus in the local community. The Director of Operations is a member of Academic Affairs and is responsible for understanding the philosophy and facilitating the priorities of the Dean and utilizing available resources and personnel to accomplish these initiatives, objectives, and goals.

As the chief onsite facility manager, the Director of Operation must be strategic, intentional, and adaptable while advocating and supporting students, faculty, staff, and the community. The director is expected to build and foster a collegial environment while integrating a continuous improvement model to ensure organizational effectiveness for the Stockton Center. Responsibilities include managing and providing direct oversight of college resources (fiscal, facilities and personnel); promoting high quality educational programs; nurturing an environment that is committed to academic excellence and collegiality; supporting students and staff to increase campus and community engagement; Warriors on the Way program and initiatives; serves as the university building captain; collaborating and providing leadership, guidance, and assistance to faculty, committees, department chairs, program coordinators, members of Student Enrollment Services and Student Affairs, Facilities, and other members and departments that represent the university, and community partners; prepare and/or contribute to a variety of reports related to the Stockton Center, and provide recommendations to the Dean; build and maintain close relations with internal and external stakeholders, and support the Dean as the university secures partnerships, resources, and funding to facilitate growth and innovation; enrollment management and build a comprehensive and vibrant learning community.

The Director of Operations will work in concert with all departments and divisions within the university on specific operations related to the campus, including curriculum and instruction, student services, community relations, relations with local municipalities, student services, communication, facilities and planning, fiscal management and information technology. Environmental scanning and the ability to forecast and ensure the operations and needs of the Stockton Center are met and employing assessment instruments and metrics to demonstrate this in reports. The Director of Operations plans, organizes, and prepares reports; drafts compelling written documentation in support or against various initiatives; and clearly and concisely researches, documents and propose options for implementation, resolution, or operationally for improvement.

The Director of Operations develops proposed position statements/papers that are engaging, constructive, timely and accurate for the Dean's review and discussion with campus constituent groups (and other groups, as appropriate) in a variety of areas. Examples include, but are not limited to classroom scheduling, distance learning, strategic planning, enrollment growth, technology infrastructure, university organizational structures and alternatives, college and/or programmatic needs, student support services and engagement, graduation initiatives, etc. The director reviews proposals or reports from other sources (internal and external) and prepares analysis for the Dean's review and use with University divisions, boards, campus constituent groups, the California State University system, and external constituencies, as appropriate.

At the direction of the Dean, the Director of Operations will participate on appropriate university committees and occasionally represent the Dean at campus and community functions. To effectively carry out these tasks, the Director of Operations will interface with various individuals/departments on campus, as well as individuals at the Office of the Chancellor of the CSU, other campuses within the CSU, and external entities, agencies, and individuals, as appropriate.

Qualifications and Knowledge, Skills and Abilities:

The successful candidate must have a master’s degree and a minimum of five years of progressively responsible administrative, managerial or teaching experience, or an equivalent combination of experience, training and/or education. Appropriate experiences include one or more of the following: supervisory, project management, coordination of events or activities, promoting, participating, supporting academic programs, enrollment management, student support and engagement services, and leading or managing teams or committees. The Director of Operations must be able to maintain confidentiality; manage complex issues simultaneously; develop appropriate recommendations based on the evaluation of research results; gather, organize and analyze complex data for reporting purposes; prepare clear and understandable reports and/or presentations; communicate clearly and concisely (orally and in writing); establish and maintain cooperative working relationships with individuals/groups contacted in the course of work, including all individuals/groups within a diverse, multicultural community. The successful candidate must secure, submit, and maintain valid First aid adult and infant CPR cards within the first 30-days of employment.

The ideal candidate will have branch campus, center, or satellite campus experiences as a faculty, staff, or an administrator, or providing academic programs or services to support one of these learning facilities. Keen ability to see the big picture, utilize appropriate judgment and provide direct oversight to advance the goals of the University. Two-years of teaching or working with academic affairs on programs and initiatives, or enrollment management, or working with community college or transfer students. Ability to build highly effective teams, working knowledge of faculty governance, personnel administration, and the understanding of higher education structures, operations and processes. Strong analytical and writing skills; expertise in developing interactive and dynamic presentations; the ability to synthesize complex issues for both expert and non-expert audiences; and strong organizational and interpersonal skills.

Salary Range: Salary will be commensurate with education and experience. This is a 12-month, full-time, CSU Management Personnel Plan (MPP) position with an excellent benefits package. For detailed information on management benefits please refer to the following benefit web page:

<http://www.calstate.edu/hrs/benefits/documents/management-personnel-plan-mpp-benefits-summary.pdf>

Anticipated Starting Date and Application Procedure: The position will remain open until filled. Initial screening of candidates will begin the week of December 1, 2018. The successful candidate will be eligible to start in the position January 1, 2019, or as soon as possible.

In addition to submitting a standard CSU Stanislaus employment application (download electronic application at http://www.csustan.edu/hr/Employment_Opportunities/Management/index.html), applicants should submit a resume with a cover letter addressing qualifications, as well as names and contact information for five professional references using one of the following methods:

Email: vtaylor@csustan.edu	Mail: California State University, Stanislaus Attention: Human Resources One University Circle, MSR 320 Turlock, CA 95382	Fax: (209) 664-7011
--	---	------------------------

For questions, please call Dr. Faimous Harrison, Stockton Center Dean at (209) 513-9403 or email vtaylor@csustan.edu.

THE UNIVERSITY: California State University, Stanislaus serves the San Joaquin Valley and is a critical educational resource for a six county region of approximately 1.5 million people. Widely recognized for its quality academic programs, the University has 10 nationally accredited programs and approximately 400 full-time faculty. Over eighty percent of full time faculty holds doctorates or terminal degrees in their fields. The University offers 41 undergraduate majors, 24 master’s programs, 7 post-graduate credentials, and a doctorate in education serving 8,900 students. New instructional facilities have been built for the unique pedagogy of professional programs, laboratory sciences, and performing arts.

CSU Stanislaus continues to receive national recognition with its ranking as one of the best 373 colleges in the nation by The Princeton Review. The University was one of 12 public universities in the nation to be recognized by the American Association of State Colleges and Universities for demonstrating exceptional performance in

retention and graduation rates. In addition, *U.S. News and World Report* ranks CSU Stanislaus as one of "The Top Public Universities-Master's" institutions in the West in its *America's Best Colleges* ratings. CSU Stanislaus also is recognized as a Hispanic-Serving Institution (HSI) by the U.S. Department of Education. Additional information is available at the University's Web site: www.csustan.edu.

Information contained in this announcement is subject to change with or without notice.

Applicants requiring necessary accommodations to the application process may contact the Human Resources Department at (209) 667-3351. California Relay Service is available at (800) 735-2922 voice and (800) 735-2929 TDD. As a federal contractor, we are committed to attracting a diverse applicant pool. Please consider completing the Voluntary Self-Identification of Disability form (your response will not be shared with the search committee) at: https://www.dol.gov/ofccp/regs/compliance/sec503/Self_ID_Forms/VoluntarySelf-ID_CC-305_ENG_JRF_QA_508c.pdf.

Pursuant to the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, the Annual Security Report (ASR), is now available for viewing at <https://www.csustan.edu/annual-campus-security-report>. The ASR contains the current security and safety-related policy statements, emergency preparedness and evacuation information, crime prevention and sexual assault prevention information, and drug and alcohol prevention programming. The ASR also contains statistics of Clery Act crimes for Stanislaus State for the previous three years. A paper copy of the ASR is available upon request by contacting the Office of the Clery Director located at One University Circle, Turlock, CA 95382, or by calling 209-667-3572.

The university is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, national origin, sex, sexual orientation, covered veteran status, or any other protected status. All qualified individuals are encouraged to apply. CSU Stanislaus hires only individuals lawfully authorized to work in the United States. The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Satisfactory completion of a background check (which includes checks of employment records, education records, criminal records, civil records; and may include motor vehicle records, professional licenses, and sex offender registries, as position requires) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position. In addition, this position may be designated under the California State University's Conflict of Interest Code and, if so, will be subject to filing the Fair Political Practices Commission Form 700.

October 23, 2018