



Position Description

Job title	<i>Associate Vice President of Operations (Full Time)</i>
Reports to	<i>Vice President of Operations</i>

Job purpose

The Mission of the Associate Vice President of Operations is to support the VP of Operations in all aspects of that position. The AVPO has authority to step into the VPO's role when the VPO is absent or delegates responsibility to the AVPO. The AVPO is intended eventually to succeed the VPO, so ongoing learning of all aspects of managing the operational aspects of the institution will include Human Resources, Publicity, Computing Services, Institutional Planning, and Hospitality.

The Associate Vice President of Operations supports the VPO with delegated authority in the following major areas of responsibility including:

- Managing employees and volunteers in the assigned areas of responsibility
- Oversight of the day-to-day operations of the school
- Oversight of Human Resources Administration and Computing Services for the Institution
- Oversight of Promoting DIU through published materials
- Oversight of managing lease relationships with SIL as well as and sub-leases with churches
- Oversight of budget process for assigned areas
- Oversight of institutional planning

Duties and responsibilitiesⁱ The following tasks may be delegated by the VPO to the AVPO:

- Manages department heads to ensure objectives are achieved in the area of Computing Services and Institutional Planning
- Ensures that HR processes meet current federal and state legislation
- Performs HR Administration including sourcing, hiring, employee relations, termination, and facilitating assignments from Wycliffe USA and other agencies.
- Manages the lease relationships with the ILC (including maintenance related issues) and churches who sub-lease DIU property
- Reviews and approves published publicity materials (including the contents of the website)
- Develops budget recommendations and manages expenses to meet approved budgets
- Oversees hospitality functions (Four-Points student lounge, special events, etc.)

Qualifications

- Bachelor's degree (preference for BS in Business Administration or MBA)
- Strong oral and written communication skills
- Microsoft Office software experience
- Flexibility in assignments and roles

ⁱ The intent of this job description is to provide a representative summary of the major duties and responsibilities. Staff members may be requested to perform job-related tasks other than those specifically presented in this description.