

ASSISTANT EXECUTIVE DIRECTOR

Summary:

The Assistant Executive Director assists in the management of the operational and fiscal activities of a multi-faceted auxiliary services operation, which provides support services to the SUNY Geneseo campus and community. In addition to providing dining, catering, laundry, cable and vending for the campus, the company also owns and manages the Big Tree Inn, a historic restaurant, inn and event center located on Main Street in Geneseo. This leadership position calls for a strategic focus that is consistent with SUNY Geneseo's pursuit of academic excellence. Campus Auxiliary Services is committed to "leading from the front" in all facets of its business and seeks individuals who will contribute to the Corporation in ways that help the company achieve its set goals regarding people, service, operating, growth, community and financial performance. The Assistant Executive Director will work on issues involving operations, financial stability and their support of CAS strategic plan. This position works collaboratively with students, faculty and staff to understand and support the needs of our customers for sustainable, responsive and effective programs.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Responsibilities:

- Provide leadership to the auxiliary operations including:
 - Bookstores
 - Campus Restaurant & Cafes', Catering, Concessions
 - The Big Tree Inn
 - Vending
- Develops and meets regularly with staff to share and gather information.
- Routinely visits each area. Develops service policies and quality standards.
- Develops management team to be effective strategic leaders. Provide timely constructive feedback in behavioral and technical competencies and goals for reporting management staff.
- Develops annual budget, strategic/action planning and goals. Reviews and develops financial reports and makes necessary adjustments in operations.
- Responsible for the development of plans and budgets for capital projects funded by the CAS and assists with the presentation of these project plans to appropriate committees, boards and/or personnel.
- Encourages, develops, and facilitates staff development programs for CAS staff.
- Develops and oversees contractual agreements between CAS and third party vendors that provide services organization.
- Other duties assigned.

Abilities:

- Excellent interpersonal, writing, presentation and communications skills.
- Demonstrated ability to effectively motivate, supervise and evaluate professional and union staff.
- Ability to interact effectively with a broad range of individuals and groups and work as a team member.
- Working knowledge of financial, budgetary, and accounting practices.
- Ability to perform various motor skills such as: lifting, reaching, bending, twisting, pushing, squatting, and grasping.

Education/Experience:

Bachelor's degree in Business Administration or related field. Masters degree in Business Administration or related field preferred. Five years experience in operations management, responsibility and accountability at the administrative level in multi-unit service business, preferable in college, restaurant, full service hotel or on-site dining programs. Excellent planning, organizational, administrative, budget and personnel management experience.

Salary: \$75,000-\$90,000/yr