



Position Advertisement

University of California, Riverside Search for the Associate Vice Chancellor for Auxiliary Services

The University of California, Riverside (UCR) invites nominations and applications for the position of Associate Vice-Chancellor for Auxiliary Services. Under the general direction of the Vice Chancellor of Planning, Budget & Administration (PB&A), the AVC provides leadership, vision, planning, and direction for large, complex operations within Auxiliary Services is comprised of five (5) operations, within a combined budget of over \$120 million, over 300 career staff, over 950 student staff, and 2.6 million in building square feet on 160 acres. The five operations include: Auxiliary Administration; Campus Business Services (CBS); Early Childhood Services (ECS); Housing, Dining & Hospitality Services (HDHS); and Transportation and Fleet Services.

Auxiliary Administration centrally supports all departments within Auxiliary Services, providing central financial and administrative services. This includes budget, finance, receivables, payables, cash office compliance, audit responses, student employment office, and administrative support for human resources and shared services. The central office also provides for the management of all auxiliary assets, which requires coordination with Planning, Design & Construction, Capital Assets Strategies, and Facilities Services. This includes funding and managing capital projects, \$5 million to \$10 million per year. Campus Business Services provides various business functions that support the campus. Early Childhood Services (ECS) provides high quality, cost-effective early care and education programs for children of UCR faculty, students, staff, and community. Housing, Dining & Hospitality Services (HDHS): Housing Services provides on-campus housing to about 7,000 students in three housing types: Residence Halls, Apartments, and Family Housing. Dining Services provides dining to the entire campus in residential dining, retail dining, convenience stores, food trucks, and vending. Hospitality Services provides conference and event services and catering. Transportation Services provides parking, fleet, and alternative transportation services.

The AVC provides vision, programmatic leadership, and input for implementing a short-term and long vision for all Auxiliary operations based on the University Strategic plan, current trends, changing needs and demographics, working with department directors, campus senior management, and the Office of the President. Makes decisions on administrative and operational matters and ensures achievement of the operation's objectives. Through several subordinate managers, reviews, assesses, and develops new programs as needs emerge. Provides effective and inspiring leadership by being actively involved in programs and services, developing a broad and deep knowledge of the organizations' programs. Promotes a culture of high performance, leads the performance management process, enforces accountability, and develops leaders. Negotiates and directs agreements with other institutions, community enterprises, and contracts



for facility usage and employment services. Involved with contracts as they relate to Dining, Housing, Transportation and Fleet Services, and other units, as well as P3 - Public, Private Partnerships.

To be considered, applicants should apply via the [UCR jobs board](#). The position will remain open until filled, but candidate materials should be received by January 27, 2021, to ensure full consideration. The recruitment will be conducted in confidence until finalists are invited for campus visits.

The University of California is an Equal Opportunity / Affirmative Action Employer with a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, or any other characteristic protected by law.