Position Title: Executive Vice President/Chief Operating Officer

Date Updated: 06/15/2016

Reports to: President

Department: Executive Cabinet

Direct Reports (if any): Academic Dean, CFO, VP Enrollment, VP Professional Adult Online Studies, Athletic Director

FSLA Status: Exempt

Position Summary: The Chief Operating Officer oversees the university’s ongoing operations and procedures. The position is responsible for conducting institutional planning, maintain accreditation and develop new educational programs. This position ensures that institutional resources are tied to institutional planning. The COO provides leadership and management to all aspects of the university through the supervision of the cabinet which includes the following divisions: academics, adult studies, athletics, enrollment management and finance. The overarching responsibility of the position is to insure successful functionality of the university.

This is a full-time position with benefits. Salary to be determined based on qualifications and experience. The position reports to the President.

Prerequisite Qualifications:
A. Support of the mission and vision of Arizona Christian University and the university Core Commitments
B. Christian commitment consistent with the ACU Statement of Faith
C. Terminal degree in leadership or academic discipline taught at the university
D. Minimum of 5 years full time college/university executive leadership experience
E. Background in traditional and distance learning delivery systems
F. Working knowledge of data analysis as it relates to strategic planning
G. Organizational and management skills
H. Interpersonal intelligence

Duties, Tasks, Responsibilities:
- Oversee the operations of campus through the supervision of the executive cabinet.
- Evaluate the performance of the cabinet members by analyzing and interpreting data and metrics.
- Oversee institutional planning and execution of the plan.
- Provide oversight to institutional effectiveness efforts including accrediting relationships.
- Develop online and graduate degree programs.
- Develop and maintain relationships between the university and its internal and external constituencies.
- Lead employees to achieve the mission of the university.
- Serve on behalf of the university at the direction of the president.
- Advise the president on all matters concerning the university including planning, policy and academic and student operations.

Working Conditions:
A. Requires the ability to read, write, see, hear, and speak clearly.
B. Requires the ability to stand, walk, or sit for long periods of time.
C. May be required to lift object weighing up to 20 pounds.
D. Occasional travel and attendance at on- and off- campus events may be required during and outside normal business hours.