



BEREA COLLEGE POSITION DESCRIPTION

Position Title: Vice President for Operations
and Sustainability

Department: Operations and Sustainability

Position #: 3-OPS-vpopera

Title of Supervisor: President

Expected Daily Hours*: 8:00 – 5:00

Expected Weekly Hours*: M-F

Employment Status: Full time

FLSA Status: Exempt

*College offices are normally open from 8:00 AM until 5:00PM, Monday through Friday. However, because of the nature of the responsibility to the student body, individual offices or departments may have operating hours that extend beyond this period and may include evening or weekend hours. Non-exempt employees will normally work 8 hours per day. Overtime (any hours in excess of 40 per week) for non-exempt employees is required to be approved, in advance by the department supervisor. Exempt employees will typically work at least 40 hours per week and such additional time as may be reasonably required to fulfill the obligations of their position description. Such additional work may include evenings and weekends.

Workplace Expectations

As a continuous learning environment built upon Berea's Great Commitments and Common Learning Goals, the workplace at Berea College should expect all workers "to be active learners, workers and servers," and a place where the Christian values of human compassion, dignity, and equality are expressed and lived. Therefore, workers are expected to:

[* Exhibit Enthusiasm for Learning](#)

[* Work as a Team](#)

[* Act with Integrity and Caring](#)

[* Serve Others](#)

[* Value All People](#)

[* Encourage Plain and Sustainable Living](#)

[* Celebrate Work Well Done](#)

Job Summary

The Vice President for Operations and Sustainability is an officer of Berea College and reports directly to the president. S/he is responsible for oversight for the College's several businesses, auxiliaries, and administrative and human resource functions, and for developing and executing the College's sustainability strategies and programs (not including academic programs). As a member of the Administrative Committee, the VPOS participates in the development, implementation, administration, and assessment of all policies and physical assets for the College's businesses and administrative operations, and this person has direct and primary responsibility for those policies and physical assets that relate to the duties delegated by the College By-Laws to this position. These responsibilities are executed in fidelity with the mission and identity of the College as expressed through its Great Commitments.

Minimum Qualifications Required

Education

Degree/Diploma Obtained

Program of Study

Is this Required or Preferred?

See Below

Additional Education Information

Bachelor's degree in business, engineering or similar professional area, or equivalent experience, required. Master's degree preferred.

Experience required to ensure success in this position (indicate if Required or Preferred)

Minimum 10 years progressively responsible experience in management of complex operations, business and organizational functions. Significant experience in managing people projects, people and resources.

Special Skills, Knowledge and Abilities

Understanding of broad sustainability concepts, understanding of social entrepreneurship and mission-oriented business practices, excellent collaborative abilities.

License, Certification, or Registration Necessary (if applicable)

none necessary

Physical Requirements

N/A

Environmental Conditions

Primarily office based, but work around construction sites, in forest and around various physical plant operations is to be expected.

Ability to operate the following vehicles or equipment

Primary duties and responsibilities

Title and Definition

Oversight of College Businesses and Auxiliaries:

a. Develop goals and strategies for businesses, assuring alignment with Berea College's development, business/finance, student labor program and community interests; b. Collaborate with contracted management companies on business, sustainability and marketing plans, and oversee local general managers for the company managing Dining Services; c. Campus Store; d. Student Crafts Program; e. Collaboration with College Farm Store and other business operations.

Oversight of facilities management, administrative operations including:

College Post Office; Conference Services, Printing Services, Environmental Health and Safety.

Campus and energy master planning and policies

Campus and energy master planning and policies.

Forest management including timber and water sales

Forest management including timber and water sales.

Business and property development, including Berea Interchange Development Corporation

Business and property development, including Berea Interchange Development Corporation.

Local governmental, community and business relations

Local governmental, community and business relations.

Overseeing and reviewing development of operating budgets for each of the departments over which s/he has responsibility

Also responsible for overseeing development of capital plans and budgets. S/he shall provide careful oversight and analysis of these budgets and shall report to the president any significant deviations from the approved budget that s/he anticipates will occur for the fiscal year; a. Capital project planning and oversight.

Developing and coordinating processes that lead to the creation of sustainability standards and policies:

that can be implemented at an institutional level, i.e. Energy, Purchasing, Construction and Renovation, Transportation, Waste Management; a. Providing oversight for the development and implementation of energy and natural resource conservation projects, including energy conservation and green building design. Monitoring design, construction, and operations for environmental design practices while developing energy and sustainability standards and the College's progress in meeting them. b. Collaborating with academic leaders and units to integrate sustainability initiatives into curricular and co-curricular plans, and developing reporting mechanisms for tracking integration activities and results.

Strategic planning for Anne Ray Charitable Trust support for Berea College, in collaboration with the president,

Strategic planning for Anne Ray Charitable Trust support for Berea College, in collaboration with the president, vice president for academic affairs and dean of the college and others on campus.

Providing support for the Buildings and Grounds Committee of the Board of Trustees

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Executing any other duties that may, from time to time, be assigned by the President of Berea College

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Other roles/duties will be assigned as necessary to assist the College in the attainment of the goals set forth and the enhancement of a positive, respectful learning environment for all staff, faculty and students.

Essential duties and responsibilities

Please review the list of primary duties and responsibilities to identify which are essential, and insert them below. "Essential duties" are the basic job duties that an employee MUST be able to perform, with or without reasonable accommodation. Essential duties are important to your unit's operation, performed frequently, and can't be redesigned or performed in another way. To make it easier to insert text, you may copy and paste from above.

- Oversight of College Businesses and Auxiliaries
- Oversight of facilities management, capital planning and construction, and energy policies and activities
- Oversight of forest management
- Broad leadership of institutional sustainability activities
- Institutional leadership as member of Administrative Committee and support staff to Board committees

Leadership Requirements

	Yes	No	How Many?
Does the person in this position directly supervise other STAFF/TEAM MEMBERS? X			12
Does the person in this position directly supervise STUDENTS? X			3

Employee Statement of Understanding

I have read and understand the job description for my position. I am able to perform all of the essential functions of this position.

I agree to comply with the College's policies and procedures, as well as all rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards of conduct to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of Berea College. All employees are required to adhere to the Workplace Expectations in all their interactions with members of the College community, including staff, faculty, students and visitors.