Vice President for Business Affairs
Position Description

Working Document

I. Position Summary

The Vice President for Business Affairs reports to the Executive Vice President & University Provost as a member of the central administration and provides leadership regarding business operations, physical facilities, physical assets and safety of the University. This includes public safety; emergency planning, response and recovery; environmental health and safety; campus master plan and campus physical development; maintenance and operations of the physical plant facilities; purchasing and asset management; contract administration and risk management/insurance; and compliance with appropriate federal, state and local requirements in all areas.

The following areas report to the Vice President of Business Affairs: Contract Administration and Procurement Services including Purchasing, Cardinal Card and ProCard, Risk Management, food services, bookstore, vending operations, Central Receiving, Central Stockroom, and Inventory Control; Department of Public Safety; Department of Environmental Health & Safety; Parking; Physical Plant; Planning, Design & Construction; Postal Services. Additionally the Vice President for Business Affairs is responsible for the university-wide Emergency Planning, Response and Recovery committee and Sustainable Operations committee.

II. Individual Responsibilities

- Maintain and, as appropriate, improve the grounds and buildings of the physical plant.
- Oversee the updates and administration of the university facilities and campus master plans.
- Administer and continually improve operating procedures to manage and maintain plant assets, undeveloped university-owned real estate, the inventory of moveable equipment, and the disposal, salvage, or demolition of equipment, as needed.
- Administer, under the statutory authority granted to the University, all capital construction contracts and renovation projects, including the hiring of architects/engineers and other consultants.
- Administer environmental health and safety, security and facility services in support of a safe and compliant research environment.
- Administer the University purchasing needs, including interests in university-owned real property, contractual services, renewals of all types, supplies and materials, equipment, and services.
- Promote compliance within Business Affairs with federal, state, and local laws and regulations.
- Promote compliance with the University's policies on risk and insurance management
- Manage the services necessary to support the efficient business services operations of the University (e.g., postal service, food services, bookstore, parking, vending).
- Coordinate and manage the personnel and policies necessary to ensure the security and safety of the physical plant, inventory, employees, and student population; and to ensure University emergency planning, response and recovery.
- Ensure that the assets and operation of the unit fulfill the academic mission of the University in support of the university's strategic plan.
- Promote sustainability in all university operations and take appropriate steps to move the institution toward reliance on renewable energy sources.
- Consult with and advise the members of the Office of the President on matters relating to Business Affairs