



UNIVERSITY OF CALIFORNIA, SANTA CRUZ

VICE CHANCELLOR FOR BUSINESS AND ADMINISTRATIVE SERVICES

The University of California, Santa Cruz (UCSC) invites nominations and applications for the position of Vice Chancellor for Business and Administrative Services.

The Vice Chancellor for [Business and Administrative Services](#) (VC BAS) provides dynamic leadership and vision necessary to assure effective and strategic management of the campus business, physical, risk and safety, college student life and residential services areas. The incumbent is a member of the senior management group and works collaboratively with campus administrators, faculty, staff and students, to plan, finance and deliver business and administrative services for the campus. The incumbent provides leadership and strategic planning by serving on various campus governing bodies including the Chancellor's Cabinet, the Provost's Operations committee, the Chancellor's Joint Administrative/Senate Executive Committee, and other groups as needed. The VC BAS is the Chief Campus Administrative Services Officer and also serves as the Chief Compliance Officer. The VCBAS is responsible for oversight of the Long Range Development Plans and mitigation monitoring requirements as well as other planning and regulatory compliance requirements; in addition, the incumbent is responsible for oversight of the campus Office of Sustainability.

UC Santa Cruz (UCSC) is one of ten campuses in the University of California system. UCSC has earned international recognition for the impact of its research and quality of its teaching as well as for being a student-centered learning environment where undergraduates have the chance to work closely with distinguished faculty. The UCSC campus is nestled within 2,000 acres of redwood forest and meadows overlooking the Monterey Bay National Marine Sanctuary of California's beautiful Central Coast, about 70 miles from San Francisco and 30 miles from Silicon Valley. Information about the campus is available at www.ucsc.edu/about/.

RESPONSIBILITIES INCLUDE:

- Provides executive leadership to ensure that the BAS Division fully supports the academic and research priorities established by the campus through effective and efficient delivery of services;
- Provides broad leadership and oversight for a variety of campus auxiliary services;
- Allocates business, administrative and student development resources consistent with campus goals;
- Actively promotes the optimized use of enabling technology resources to maximize operational efficiencies;
- Holds delegated authority and accountability for all divisional operations and other campus delegated responsibilities as warranted and appropriate;
- Provides broad oversight for all campus physical planning and construction efforts including collaboration with city and county government officials regarding long range development plans and settlement compliance obligations;
- Collaborates with and provides leadership to external stakeholders, including representing UCSC BAS matters to University of California Office of the President (UCOP) and other senior officers systemwide and to leaders and members of community, state, and national organizations and professional associations;
- Develops and maintains concise, multi-year campus administrative strategic plans that anticipate challenges and opportunities and determine future directions consistent with campus academic plans;
- Approves BAS unit operating plans, reviews and approves divisional operating and capital budgets, and monitors financial and programmatic results through periodic program and financial reports;
- Responsible for Americans with Disabilities Act compliance for facilities and transportation services;
- Oversees divisional compliance with federal, state, university and business and operational policies and procedures;
- Manages a full range of risk and threat assessment activities for the campus emergency operations units, and is the first point of contact for Police and Fire in the event of a campus emergency;
- Holds overall responsibility for campus security, including general coordination of the Emergency Operations Center (EOC), serving as Policy Group Director during EOC activation, and specific enhanced security for researchers and others in specialized areas, as needed.

A detailed description of the essential functions and specific duties of this position can be accessed at

<http://cpevc.ucsc.edu/units-and-responsibilities/leadership-searches.html>

MINIMUM QUALIFICATIONS: Demonstrated record of effective leadership experience in business and administrative services; high level experience in the management of a complex organization; excellent interpersonal skills and effective written and oral communication; ability to communicate with constituents across all levels of the organization as well as with internal and external stakeholders; demonstrated managerial and supervisory experience, including skills to direct and oversee multi-unit activities and emergency situations; demonstrated good judgment; demonstrated strong commitment to enhancing diversity; advanced degree (or equivalent combination of education and experience) in business, administration, or related field.

PREFERRED QUALIFICATIONS: Ten or more years of executive leadership in business and administrative services or related area; experience in a research university of similar size and complexity; a successful record in the development of innovative and creative solutions to management issues in a large, complex, academic institution; demonstrated experience in analyzing a wide variety of technical and policy issues; proven leadership in the effective implementation of sound business practices and administrative service delivery

SALARY: This is a full-time, fiscal year appointment. Salary will be commensurate with qualifications and experience.

POSITION AVAILABLE: January 1, 2013 (negotiable).

TO APPLY: Consideration of applications will begin **March 23, 2012** and continue until the position is filled. All inquiries, nominations, and applications (letter of application and current resume) should be submitted in confidence, either electronically to vc_bas_search@ucsc.edu (.pdf format preferred) or mailed to the address below.

Search Committee for
Vice Chancellor, Business and Administrative Services
c/o Elaine Rivas, 200 Clark Kerr Hall
University of California, Santa Cruz
1156 High Street
Santa Cruz, CA 95064

Nominations should be submitted to the committee by **March 9, 2012** in order to provide nominees with adequate time to submit materials prior to the initial consideration date.

Note: All application and nomination materials will be treated as confidential. Candidacy will remain confidential until time of final interviews. For further information, contact Elaine Rivas at ejrivas@ucsc.edu or (831) 459-2380.

Please refer to search #BAS-12 in all correspondence

This is a full-time Senior Management Group position with the University of California and is subject to the financial disclosure requirements of the California Political Reform Act of 1974 and to the policies of the UC Regents. In addition, the successful candidate will be fingerprinted and a background check performed.

The University of California, Santa Cruz is an Affirmative Action/Equal Employment Opportunity Employer, committed to excellence through diversity. We strive to establish a climate that welcomes, celebrates, and promotes respect for the contributions of all students and employees.

Inquiries regarding the University's equal employment opportunity policies may be directed to: Office of Diversity, Equity, and Inclusion at the University of California, Santa Cruz, CA 95064; (831) 459-3676. Under Federal law, the University of California may employ only individuals who are legally able to work in the United States as established by providing documents as specified in the Immigration Reform and Control Act of 1986. Certain positions funded by federal contracts or sub-contracts require the selected candidate to pass an E-Verify check. More information is available from the Academic Personnel Office at (831) 459-5579.

If you need assistance due to a disability, please contact the Academic Personnel Office at 499 Clark Kerr Hall (831) 459-5579. This position description is available in alternate formats, which may be requested from Academic Personnel at (831) 459-5579.

VISIT THE APO WEB SITE FOR ADDITIONAL EMPLOYMENT INFORMATION AT <http://apo.ucsc.edu>