California State University, Los Angeles
Executive Director, California State University, Los Angeles University Auxiliary Services

California State University, Los Angeles (Cal State Los Angeles, Cal State LA) is a comprehensive urban institution serving a diverse learning community of over 28,000 students, committed to excellence in education, community engagement, cultural awareness, and social responsibility. As a premier institution within the 23 campus California State University (CSU) system, Cal State Los Angeles fosters an outstanding teaching and learning experience in a rich multicultural/multiethnic environment. As a non-profit and self-sustaining 501(c)(3) auxiliary organization of Cal State LA, the University Auxiliary Services (UAS) is a recognized organization of the California State University system dedicated to benefiting the welfare of students, faculty, and staff and supporting the entrepreneurial arm of the university. The primary purpose of UAS is to help develop and administer contracts and grants, commercial enterprises, externally funded projects including research, workshops and conferences, and to provide contributions that aid and supplement the University’s educational mission. Working together, the University community and UAS endeavor to ensure Cal State LA’s continued success.

The Position
The Executive Director of the University Auxiliary Services reports to the UAS Board of Directors and maintains a dotted line reporting relationship to the University’s Vice President for Administration and Chief Financial Officer. The Executive Director is responsible for the overall administration and executive leadership of the wide range of auxiliary operations which support the University’s mission. This position oversees the main operations of UAS including financial support services, human resources management for an average of 600 UAS employees, contracts and grants administration, bookstore operation, campus food services, and child care services. The position also oversees the management of the 103,000 square-foot Golden Eagle building, which houses food services, including a food court with seating for approximately 450 people, a kitchen and catering operations, a 600-seat banquet and conference center, the University Club, a 25,000 square-foot two-story University Bookstore (operated by Barnes & Noble), as well as UAS administrative offices, the Golden Eagle Service Center, classrooms and meeting spaces for the Cal State LA College of Professional and Global Education, and the Pat Brown Institute. UAS manages several properties on campus including the Television Film and Media Studies (TVFM) Building and the Rongxiang Xu Bioscience Innovation Center, currently under construction.

The Executive Director oversees and manages an annual operating budget of over $8.5 million and provides the pre-award and post-award administration, as well as budget management, for externally sponsored programs of over $25 million in annual revenues. Further, this individual prudently manages the organization’s resources within all budget guidelines according to UAS and CSU policies, current bylaws, and regulations. The incumbent must have the ability to coordinate, analyze, advise, provide guidance, evaluate, observe, interview, investigate, comprehend, interpret policies and procedures, laws and regulations, and formulate solutions to organizational issues. The position is responsible for the preparation and administration of the UAS annual budget and timely oversight of annual audits. The Executive Director is responsible for assisting and cooperating with the University in devising ways of leveraging assets to create complementary revenue generating enterprises, including industry, private or governmental partnerships.
Qualifications
A bachelor’s degree from an accredited four year college or university and five years of leadership/management experience within a large organization is required. The successful candidate must also possess strong organizational skills, an entrepreneurial spirit coupled with the ability to plan strategically. Experience with budget planning, fiscal oversight, and resource allocation; an understanding of educational organizations; excellent written, oral, and interpersonal communication skills are essential. Experience in personnel management including supervision of staff and employee development; a commitment to diversity and social justice with the ability to create a department which is inclusive and accessible; the ability to write proposals, reports, and make presentations; and the ability to work collaboratively in a team environment is expected. Demonstrated ability and interest in working in a multicultural, multietnic environment is expected.

Application and Nomination
A resume with an accompanying cover letter may be submitted via the Spelman Johnson website at www.spelmanjohnson.com/open-positions. Nominations for this position may be emailed to Jennifer N. Hiatt at jnh@spelmanjohnson.com. Review of applications will begin June 14, 2018 and continue until the position is filled. Applicants needing reasonable accommodation to participate in the application process should contact Spelman Johnson at 413-529-2895.

Visit the California State University, Los Angeles University Auxiliary Services website at http://www.calstatela.edu/uas/employment-opportunities

The California State University does not discriminate on the basis of sex, gender, sexual orientation, gender identity and expression, or transgender status in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex, gender, sexual orientation, gender identity and expression, or transgender status in employment, as well as all education programs and activities operated by the University (both on and off campus), and protect all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and sexual misconduct. Executive Order 1095 (PDF) Cal State L.A. adopts this CSU policy and procedure.