



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

POSITION:	Auxiliary Services Business Director
LOCATION:	Business Office; All Campuses
REPORTS TO:	Business Manager
GRADE:	BOE 16
WORK SCHEDULE:	Non-Standard; 35 hours per week
SUPERVISES:	Directly and indirectly supervise bookstore management and other staff associated with Auxiliary enterprises

The Community College of Rhode Island is the state's only public comprehensive associate degree-granting institution. We provide affordable open access to higher education at locations throughout the state. Our primary mission is to offer recent high school graduates and returning adults the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs.

We meet the wide-ranging educational needs of our diverse student population, building on our rich tradition of excellence in teaching and our dedication to all students with the ability and motivation to succeed. We set high academic standards necessary for transfer and career success, champion diversity, respond to community needs, and contribute to our state's economic development and the region's workforce.

JOB SUMMARY: Auxiliary operations are financially self-supporting entities requiring that the services provided have a broad and robust engagement in meeting a student focused mission, a diversified product offering, and strong fiscal management.

Responsible for ensuring accurate financial accounting, asset management, budgeting, and related processes for CCRI Auxiliary Services including Bookstore, Dining Services, Vending, and Student Activity financials. Responsible for management and financial reports prepared for the College, the Board of Governors, internal and external auditors, and others both internal and external to the College. Ensure the development, implementation and documentation of financial policies, systems, procedures and controls. Facilitate year-end financials in coordination with CCRI's controller's office. Responsible for ensuring that Auxiliary operations at all campuses are safe, current, and financially viable.

Knight Campus

DUTIES AND RESPONSIBILITIES:

- Manage and strategically plan for auxiliary services including, but not limited to, bookstore, food service, vending services and student activity funds.
- Responsible for managing auxiliary budgets, pricing, inventory, and procurements including but not limited to written reports, goal setting and performance evaluation, monthly revenue and expense statements, annual projections.
- Prepare and managing projects associated with all auxiliary services such as writing and evaluating Requests for Proposals (RFP's), contract review, and vendor compliance to terms.
- Coordinate with Physical Plant and Technology departments as needed to facilitate the operational and equipment needs of the auxiliary units in concert with the college's strategic plan.
- Provide strategic direction for operations and revenue generation
- Work with Student Services, Academic Affairs and other college divisions and departments to integrate auxiliary services into the core of the college's mission.
- Participate in college committees, formal and informal.
- Periodically meet with Student Government, senior campus representatives, and vendor management, where applicable, to discuss auxiliary operations.
- Survey community on key subjects as needed with respect to student needs and satisfaction
- Supervise the management of all the daily, monthly and annual accounting activity of the bookstores ensuring timely update and accuracy of both the MBS and banner systems, the management of textbook adoptions and inventory, and the security of all bookstore assets including the disbursement of Pell awards through the Campus Store managers.
- Supervise the Campus Store Managers in their planning, coordination, and preparations for physical inventory counts and verification to financials, overview of monthly financial statements, balance sheet reconciliations, as well as schedules for year-end audit in coordination with the Controller.
- Oversee auxiliary vendor outcomes in compliance to contract terms and financials.
- Ensure and review analysis of cash flows, sales trends, book to physical inventory variances, and profit margins by retail class on a semester basis.
- Outcomes must be effective in ensuring that service, quality and pricing offered by auxiliary services are balanced with fiscal solvency.
- Maintain current knowledge of industry standards, College and State policies and procedures, federal and state regulations, and current accounting standards.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others in a diverse and inclusive environment.
- Other related duties as required.

LICENSES, TOOLS AND EQUIPMENT:

- Personal computers, cash registers, pin-pads, cloud-based software applications, point of sale inventory system, servers, college's administrative systems and software, calculators, and telephone.
- Must have access to and use of own personal transportation required.

ENVIRONMENTAL CONDITIONS:

- This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

- A Bachelor's degree in Business Administration or related field required. Master's Degree in related field preferred.
- A minimum of three years' accounting, budgeting, finance or procurement experience involving the management and delivery of administrative support services to a large organization required, a higher education or elementary secondary environment preferred.
- A minimum of 5 years' progressive experience in managing auxiliary-like operations required.
- A minimum of 3 years of demonstrated financial analytics and reporting in a comparable work environment required.
- Minimum of 3 years supervisory and performance evaluation required.
- Strong multi-level supervisory experience with staff and business partner positions required.
- Must be able to work independently and have strong organizational and analytical skills.
- Must be able to work accurately and efficiently in a detailed-oriented environment; be skilled in multi-tasking, priority setting, and meeting of deadlines with a minimum of supervision.
- Must be available to work necessary to facilitate activities such as semester rushes, buybacks and year end.
- Familiarity with State of Rhode Island procurement regulations desirable
- Familiarity with the calculation/concept of Auxiliary Indirect rate desirable
- Demonstrated ability to develop/manage budget and oversee and allocate fiscal resources is required.
- Facility and project management experience within auxiliary-like service operations required.
- Demonstrable knowledge of best practices and trends related to auxiliary operations and higher education administration preferred.
- Experience developing RFP's, managing contracts, and developing effective business relationships required.
- Experience working in a service capacity with student clientele preferred.
- Proficiency in Microsoft products (Word, Excel and PowerPoint) required.
- Excellent verbal and written communication skills: ability to listen, able to clearly articulate thoughts/directions/expectations, develop reports/proposals, make presentations.

CCRI is an Equal Opportunity / Affirmative Action Employer.

CCRI recognizes that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment and to helping prepare our students for lifelong success. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Director of Institutional Equity & Title IX Coordinator, Elizabeth Canning, ecanning@ccri.edu.

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here:

<http://ccri.edu/campuspolice/pdfs/ANNUAL-SECURITY-REPORT-FINAL.pdf>