



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

**POSITION DESCRIPTION**

<b>TITLE</b>	Auxiliary Services Business Director
<b>POSITION NO.</b>	501555
<b>LOCATION</b>	Warwick
<b>REPORTS TO</b>	Vice President of Administration
<b>GRADE</b>	BOE 16
<b>WORK SCHEDULE</b>	Non-Standard: 35 hours per week
<b>SUPERVISION:</b>	Directly and indirectly supervise bookstore management and other staff associated with Auxiliary enterprises.
<b>REVISION DATE</b>	April 2022

---

**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.

**DUTIES AND RESPONSIBILITIES:**

- 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.

**LICENSES, TOOLS, AND EQUIPMENT:**

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**REQUIRED QUALIFICATIONS:**

- A Bachelor's degree in Business Administration or related field required
- A minimum of three years' accounting, budgeting, finance or procurement experience involving the management and delivery of administrative support services to a large organization
- A minimum of 5 years' progressive experience in managing auxiliary-like operations
- A minimum of 3 years of demonstrated financial analytics and reporting in a comparable work environment
- Minimum of 3 years supervisory and performance evaluation required
- Strong multi-level supervisory experience with staff and business partner positions
- 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.
- Demonstrated ability to develop/manage budget and oversee and allocate fiscal resources
- Facility and project management experience within auxiliary-like service operations
- Experience developing RFP's, managing contracts, and developing effective business relationships required
- Proficiency in Microsoft products Word, Excel and PowerPoint

- Excellent verbal and written communication skills: ability to listen, able to clearly articulate thoughts/directions/expectations, develop reports/proposals, make presentations

**PREFERRED QUALIFICATIONS:**

**The most suitably qualified candidate will possess the following:**

- Master's Degree in related field
- Higher education or elementary secondary environment preferred
- Familiarity with State of Rhode Island procurement regulations desirable
- Familiarity with the calculation/concept of Auxiliary Indirect rate desirable
  
- Demonstrable knowledge of best practices and trends related to auxiliary operations and higher education administration
- Experience working in a service capacity with student clientele

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.