

Concordia University, Irvine is currently accepting application for the position listed below.

Applicants should submit a letter of interest, resume and [application](#) to:

Pam Clavir, Human Resources
Concordia University
1530 Concordia West, Irvine, CA 92612
Fax: 949-854-6879
E-mail: HR@cui.edu

Concordia University Irvine does not discriminate in the employment of individuals on the basis of race, color, national or ethnic origin, disability, sex, or age. However, Concordia University Irvine is a Christian educational institution operated by The Lutheran Church-Missouri Synod and, in compliance with Title VII of the Civil Rights Act of 1964, reserves the right to give preference in employment based upon religion.

Director of University Services

The University Services Director is responsible for the physical plant. The position oversees university-wide services with emphasis on contractual relationships, contractual evaluation, and performance measures. The position oversees budget management for the office, campus space utilization, the scheduling and operation of the physical facilities, and outside services. The position is responsible for all EPA compliance for the university. The focus of the activities of this position contributes to the fulfillment of the mission of the University.

Qualifications: Bachelor's degree or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience. Knowledge and experience with business management principles and contract negotiations. A background in EPA compliance is a plus.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

1. Articulate the University's interests in all matters related to University contractual parties.
2. Oversee contracted services including Aramark, Bon Appetit and Founders Bookstore.
3. Oversee risk management and insurance.
4. Overall final responsibility for EPA compliance, including supervising staff directly involved in EPA compliance, report preparation, record keeping as required, etc.
5. Conduct regular inspections of the buildings and grounds
6. Supervise the contracting of outside parties to use Campus Conferencing amenities
7. Supervise the Campus Master Calendar and space utilization
8. Coordinate with contractors during construction projects
9. Prepare reports, as needed, and ensure department staff meets reporting and/or billing deadlines.
10. Work with assigned program staff to establish budgets for assigned areas.
11. Monitor and manage operating expenses with respect to budget.

12. Authorize disbursements in accordance with established procedures and ensure that appropriate documentation and approvals are secured following the University's internal control procedures.
13. Utilize available resources for effective cost controls.
14. Coordinate campus space utilization.
15. Work closely with university staff and faculty as required.
16. Attend required meetings and trainings.
17. Prioritize duties as assigned.
18. Lead staff to excel and maintain credible feedback and accuracy.
19. Support as required the annual audit process for the university and the foundation.
20. Make regular reports to Executive Vice President for Student and Enrollment Services
21. Other duties as may be assigned from time to time

EDUCATION AND/OR EXPERIENCE:

Bachelor's degree or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.