



Job Title	Assistant Vice President, Administration and Operational Innovation		Job Code	OT0412	
Pay Plan	A&P	Pay Grade	25	FLSA Status	Exempt
Union	Non-Union		Union Code	0	
Job Family	Other		Subfamily	Partnerships and Innovation	

Job Family & Subfamily Summary

Other Professionals include miscellaneous areas.

Partnerships and Innovation Professionals develop and promote the commercial benefits of UCF's research and high-tech expertise. Promotes the technology-led economic development for the Orlando community by aiding in the transfer of technology and business skills between the university and industry teams.

Job Summary

Provides operational support and leadership to large institutional wide initiatives. Drives operational innovation by bringing cross-functional teams together to define, develop, and execute new solutions that drive a culture of efficiency, effectiveness, and innovation. Serves as a strategic advisor to the President and works closely with senior university leadership to advance the goals of the President.

Representative Duties

- Provides leadership and strategic counsel to large, cross-functional, institution-wide projects
- Works closely with executive sponsors to implement a structure that creates close sponsor and stakeholder collaboration with frequent informal and formal communication
- Engages in the creation and implementation of recommendations that strengthen the operations of the university and drive a culture of efficiency and effectiveness
- Works closely with the Chief Operating Officer and the Chief Financial Officer to capture efficiencies so they can be re-invested in university wide priorities
- Convenes stakeholders from across the university and community to drive decisions, build support, and create momentum for strategic initiatives outlined by the President
- Works to remove barriers for cross-function teams so they can best accomplish their goals
- Serves as a member of the President's Operations Team to support the operations of the Office of the President
- Provides transitional leadership to offices in the Division of Partnership and Innovation, including UCF Downtown as long term organizational structures are developed

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
10+ years of relevant work experience 5+ years of leadership experience		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.