



Job Title	Vice President & Chief Operating Officer	Job Code	OT0812
Pay Plan	A&P	Pay Grade	0
Union	Non-Union	FLSA Status	Exempt
Job Family	Other	Union Code	0
		Subfamily	Operations

Job Family & Subfamily Summary

Other Professionals include miscellaneous areas.

Operations Professionals involve leadership of various units within university operations.

Job Summary

The Vice President and Chief Operating Officer (COO) is the principal administrative advisor to the President and provides leadership and oversight for a broad suite of administrative services, including Facilities, Campus Safety, Human Resources, Business Services, and Parking Services.

Representative Duties

1. Executive-Level Leadership

- Provides executive-level leadership and strategic planning of all administrative services and has overall responsibility for Strategy, Budget and Planning; Facilities; Campus Safety; Human Resources; Environmental Health and Safety; Auxiliary and Business Services; and Campus Information Technology
- Leads operational strategy, analysis, and planning aligned with UCF’s mission
- Serves as a liaison to the Finance and Facilities Committee of the Board of Trustees, in partnership with the Chief Financial Officer
- Participates in university functions, fostering relationships with the community
- Provides expertise and analysis to the President and Board of Trustees in policy formulation and implementation
- Serves on the boards of organizations related to the university
- Observes the highest standards of personal and professional integrity, ethics, and transparency
- Ensures that the university has effective systems and internal controls and is compliant with Board of Governor regulations and state and federal statutes through the development and implementation of policies and procedures
- Communicates operational data in a clear and understandable manner to all UCF constituencies, including the Board of Trustees, Board of Governors, Florida Legislature, and the public
- Collaborates with university leadership to envision and develop strategies and systems that improve the quality, efficiency, and responsiveness of services and operations
- Effectively manages multiple departments within a division to reach their individual departmental goals and the goals of the division
- Participates in the development and implementation of the institution’s vision and operational strategies

2. Policy Making and/or Interpretation

- Participates in developing university-wide policy governing all administrative matters through consultation with the university president
- Participates in policy development for specific interest areas of the university by memberships on university committees
- Ensures policy compliance through subordinates’ departments

3. Program Direction and Development

- Provides leadership to the division’s associate and assistant vice presidents in the implementation of new and modifications to existing programs

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
15+ years of relevant work experience with at least 7 years of progressively responsible experience managing the operations of a complex organization or university, including overseeing facilities, parking, human resources, safety, and/or business services.		
Additional Requirements		
<ul style="list-style-type: none">• Demonstrated managerial and leadership experience in a complex, service-intensive environment, preferably within higher education• A relevant licensure is preferred• A deep commitment to diversity, equity, and inclusion• A creative and entrepreneurial approach to developing innovative ideas and initiatives that support the university's mission• Excellent collaboration, strategic thinking, listening, communication, and presentation skills• Progressive responsibility experience managing the operations of a complex organization or university, including overseeing facilities, parking, human resources, safety, and/or business services		

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.