



# SPRING HILL COLLEGE

**Position Title:** Director of Operations, Office of the Provost

**Department:** Office of the Provost

**Description:** The Director of Operations leads the operations team for the Office of the Provost in managing the daily activities of Academic Affairs and Student Life while also supporting the Provost in long-term planning and major project management.

**Responsibilities:**

- Leads the operations team for the Office of the Provost ensuring efficient, high-quality work.
- Reviews purchases and event plans.
- Manages a broad range of institutionally important projects as assigned by the Provost, including project research, design, development, coordination, and implementation.
- Manages the planning and execution of major events and projects such as Commencement, Honors Convocation, Opening Day, etc.
- Ensures the cultivation of relationships and accountability on matters requiring the attention of the Office of the Provost.
- Assists the Provost in preparation for important meetings and events, including Board meetings and takes minutes when necessary.
- Supports marketing of academic and student life programs and develops excellent communication from both areas. Helps to create monthly Provost Posts to students and keep the website up to date.
- Supervises and processes the annual updates of the Bulletin of Information.
- Manages academic book ordering.
- Analyzes activities, costs, operations, and forecast data to determine progress toward stated goals and objectives and communicates processed data via reports and visual representations.
- Addresses and processes student-related issues, forms, awards, and pre-professional letters.
- Helps to manage Badger Central and respond to student requests.
- Maintains the online file system for personnel and other records.
- Answers the phone and manages the calendar in the Office of the Provost. Responds to student and parent concerns.
- Performs other duties as requested by the Provost or Associate Provosts.

**Experience:** Master's Degree; demonstrated commitment to higher education.

**Workload:** Full-time, 12-month position.

**Mental Demands:**

- Ability to engage in critical thinking and exercise independent judgment.
- Ability to maintain confidentiality and manage confidential information.
- Ability to communicate effectively in written and oral form.
- Ability to work cooperatively with multiple offices on campus.

*This position is open until filled. To apply, please submit your cv or resume with a cover letter or or introductory email to Dr. Rebecca Cantor, Provost, at [rcantor@shc.edu](mailto:rcantor@shc.edu).*