#### Trent University LogoEXEMPT JOB DESCRIPTION

**Job Title:** Associate Director, Business Services & Initiatives

**Job Number:** X-444 | VIP: 1905

**Band:** EXEMPT-8

**Department:** Student Housing

**Supervisor Title:** Senior Director, Student Housing

**Last Reviewed:**  August 6, 2024

#### **Job Purpose:**

Reporting to the Senior Director, the Associate Director (AD) provides leadership for the Business Services & Initiatives department within the portfolio. The AD has responsibility for supporting portfolio operations by effectively leading planning and operations related to business development and real estate, communications and marketing, training and assessment, information technology, business analytics, continuous improvement, finance, and project management. The incumbent leads with an entrepreneurial and service-oriented mindset and supports the Senior Director with integrated planning and business development opportunities across the portfolio.

#### Key Activities:

* Lead department to provide integrated, expert, consultative support, and high-quality service to build capacity and support continuous improvement efforts across the portfolio.
* Oversee communications and marketing, business development, budget and finance, project management, training and assessment, information technology, and continuous improvement operations for the portfolio.
* Advise the Senior Director and lead the annual portfolio business and planning processes, identifying systemic issues for consideration, improvement, and opportunities for strategic change.
* Under the direction of the Senior Director, facilitate effective financial and budget development processes for the portfolio, ensuring all legal and consultative requirements are met.
* Lead the implementation of the portfolio revenue generating strategy and the development of new business opportunities and partnerships that add value to the student experience and university.
* Negotiate leases with private developers, working directly with legal counsel and serve as the primary contact for business development and new real estate deals.
* Accountable for the timeline, scope, and resources (e.g., budget) of portfolio renovations and projects. Provides direction and guidance to the leadership team on the effective preparation of project plans.
* Oversee the development of portfolio policies and procedures related to areas of expertise.
* Provide financial and human resources leadership to a staff compliment of 6 OPSEU staff, 3 student employees, and an annual department budget scope of $5.7 million.
* Participate in an on-call rotation to provide emergency and crisis response support for on-call staff.
* Other duties as assigned.

#### Education Required:

* A graduate degree in a related field is required.
* Certification in Accounting from an accredited body is preferred.
* Certification in Project Management, Change Management, Design Thinking or Systems Thinking is an asset.

#### Experience/Qualifications Required:

* A minimum of eight (8) years of progressive leadership experience in business, administration, student housing, or ancillary services management is required.
* A continuous improvement mindset that has proven to provide value to an organization.
* Experience building a culture of support and service.
* Leadership experience with large-scale projects and initiatives.
* Experience with fiscal resources and controls.
* Demonstrated commitment to and understanding of diversity, equity, inclusion, Indigeneity, and accessibility.
* Demonstrated understanding of relevant legislation and operations of the university.
* A clear police record check is required as a condition of employment.
* An Ontario G Class driver's license with access to a vehicle.

#### Supervision:

* Direct Reports (6):
  + Financial Officer
  + Business Systems Analyst
  + Recruitment & Business Development Coordinator
  + Training & Assessment Coordinator
  + Project & Planning Coordinator x2
* Indirect Reports (3):
  + A minimum of 3 student employees