

## **Vice President of Administration: Rosalinda Garcia**

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**Supervisory Responsibility:** Assistant Vice President of Administration, Human Resources Director, Police Chief, Chief Technology Officer, and Compliance Officer

**Job Summary:** The VPA reports to and advises the President on matters related to the overall direction, management, and effective administrative operations of the university in support of its mission, strategic plan, core values and vision. The VPA works collaboratively with the President, Provost/Vice President of Academic Affairs, Vice President for Institutional Advancement, Chief Enrollment Officer, Vice President for Finance, Vice President for Student Affairs, and Chief Technology Officer to develop and deliver innovative strategies for university progress. The VPA is responsible for anticipating potential operational and strategic problems, identifying sound solutions to problems that arise and lead in the implementation of effective and efficient solutions. The VPA is expected to work closely with senior administrators and academics within the university to ensure that effective policies and relationships are developed and sustained. As a member of the President's Council, the VPA must exhibit executive leadership in the implementation of strategic initiatives, provide budgetary oversight to university operations and resource allocations, and represent OLLU to appropriate external bodies.

### **Essential Functions of the Vice President for Administration:**

1. Provides strategic direction for the overall management of the university's administrative affairs.
2. Supports and advises the President, academic and administrative leadership teams on the development and implementation of the university's strategies.
3. Provides direct supervision to the division chiefs of relevant areas of administrative affairs.
4. Collaborates with the executive management team to operationalize the university's strategic plan.
5. Oversees the management of operational systems and procedures.
6. Assures the employment of a diverse, quality workforce to meet the needs of students, faculty and staff.
7. Actively fosters a campus climate that is welcoming and supportive of student learning.
8. Encourages open communication with and among campus constituencies.
9. Works collaboratively with academic and administrative divisions on SACSCOC accreditation maintenance, and institutional research activities.
10. Ensures high service levels across the university, to include offsite campuses.
11. Hires, trains, set goals, and evaluates the performance of direct reports.
12. Encourages teamwork and collaboration through staff meetings and workflow assignments.
13. Assists the President in data collection, analysis and report writing.
14. Represents the university at various community activities; meets and networks regularly with business leaders in the community.
15. Ensures that the mission, vision, and core values of the university are central in all operational matters.

### **Additional Responsibilities:**

1. Chairs and serves on a variety of appropriate university committees.
2. Upon request, performs periodic briefings to the Board of Trustees.
3. Works closely with relevant academic and administrative personnel in developing and maintaining high academic standards on all campuses.
4. Performs other related duties incidental to work described herein as may be assigned or delegated.