Carnegie Mellon University

Job Description
Operations Director, Center for Shared Prosperity-2016088

Description

A new center at Carnegie Mellon intends to forge an equitable and just relationship between Carnegie Mellon and the greater Pittsburgh communities to identify local barriers to equity and shared prosperity, and then to co-create technical and social innovations that will move the needle toward shared prosperity and equity. The Center engages with students, staff and faculty at the University by deploying organizational innovations that will enable student learning, faculty research, staff action to all direct focus on shared prosperity and community engagement as a first-class type of university activity. The Center is a long-term, decadal commitment by CMU and further provides community engagement scaffolding and support for university-community partnerships broadly.

The Dietrich College of Humanities and Social Sciences is starting a new initiative for community-university collaboration, and seeks to hire an Operations Director, who will play an essential role in strategic planning, problem-solving and in implementing solutions related to administrative policies, finances, and personnel. The Operations Director will work closely with the Executive Director Illah Nourbakhsh to implement the strategic direction, realize the visioning of the plan and manage the relationships among the community and university participants.

Core responsibilities will include:

- Plays an essential role in day-to-day operational management, strategic planning, and problem-solving for the Center for Shared Prosperity related to administrative policies, finances, and personnel.
  - Assists Executive Director with prioritization of Center activities to achieve identified milestones in Center contract. Implements and oversees Center activities as prioritized.
  - Evaluates Center functions, and as needed, recommends operational changes to Executive Director.
- Serves as a key resource of information and an advisor to the Executive Director, community participants and university participants. Serves as primary liaison/point of contact for administrative and academic units at the university.
  - Drafts reports for Executive Director on activities and finances as required by university administration and donor, including annual review documents.
- Builds partnerships among the Center participants and between the community and the university. Engages with the press and other public fora to represent the Center values and missions.
  - Organizes and manages the communication among groups to ensure that all are appropriately informed of current activities, meetings, and future plans.
- Understands the financial commitments of all funding types and provides funding and expenditure recommendations to the Executive Director and other Center leadership.
  - Provides financial oversight of Center operations and approves all expenditures, including payments to community participants.
  - May provide financial information to the Dietrich College Budget Office for financial review purposes.
- May supervise staff as Center staff is hired. Will advise Center staff of university human resources policies and communicates updates as needed.
- Approves Workday transactions for all human resources activity, including payments, PTO, etc. Initiates and reviews charging of all labor to correct account strings. Initiates any payroll corrections if needed.

Flexibility, excellence, and passion are vital qualities within Dietrich College. Inclusion, collaboration and cultural sensitivity are valued competencies at CMU. Therefore, we are in search of a team member who is able to effectively interact with a varied population of internal and external partners at a high level of integrity. We are looking for someone who shares our values and who will support the mission of the university through their work.

Qualifications:

- Bachelor's Degree required
- 5-10 years of relevant experience; experience in organization management and direction is preferred
Requirements:

- Background check

More Information:

Please visit "Why Carnegie Mellon" to learn more about becoming part of an institution inspiring innovations that change the world.

A listing of employee benefits is available at: www.cmu.edu/jobs/benefits-at-a-glance/.

Carnegie Mellon University is an Equal Opportunity Employer/Disability/Veteran.


**Job Function**
Project / Program Management

**Primary Location**
United States-Pennsylvania-Pittsburgh

**Time Type:** Full Time

**Minimum Education Level:** Bachelor's Degree

Click below to apply:

https://cmu.taleo.net/careersection/2/jobdetail.ftl?job=2016088