Date of Notice: June 2, 2016

Announcing the Availability of the Following Position:

**Assistant Director of Operations**

In the Department of **Operations**

**Position Responsibilities:**

Responsible for the delivery of all custodial, grounds and security services. Including the direct management of the grounds personnel and the oversight management of the contracted custodial and security services personnel to ensure the efficient and effective operation of the university. Candidate will also be responsible for the development and oversight of an Environmental Health and Safety program at the University. They will oversee the maintenance engineers & carpenters when the Director of Operations is unavailable as well as manage and oversee any projects assigned by the Director of Operations.

**Qualifications:**

- Commitment to the [mission and values](#) of a Lutheran University
- High School Diploma required; Bachelor's degree preferred.
- Three of more years of management in Grounds, Custodial or Security
- Management at a Higher Education Institution preferred

**Additional Information**

Classification Level: Exempt
Full Time Equivalent: 100%
Benefit Eligibility: Full benefits
Salary Range: Negotiable
Application Deadline: June 16th, 2016 or until position is filled

Please send a letter of interest and a current resume to:

Via e-mail (preferred):  [StaffSearches@csp.edu](mailto:StaffSearches@csp.edu)
Via postal mail:  Concordia University
Concordia University
1282 Concordia Avenue
St. Paul, MN 55104-5494

Via facsimile:  651-641-8782

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or learn more about Concordia University-St. Paul at [http://www.csp.edu/](http://www.csp.edu/)