



Associate Vice-President for Administration

The University of the South invites applications for the position of Associate Vice-President for Administration. This position will be responsible for Auxiliary Services including campus dining, bookstore, mail services, summer conferences, and the personnel (supervisory and staff) associated with these services. This position will also have budgetary responsibilities for these departments as well.

Bachelor's degree required master's preferred, with six to eight years of extensive experience in management of large scale food service operations and personnel, preferably in higher education. Skills required include the ability to communicate effectively in writing and orally and to exercise independent judgment. The ability to interact and relate well with students, faculty, staff, parents, and other members of the University community is very important. The position will require being available as needed seven days per week.

The University of the South comprises a well-regarded College of Liberal Arts and Sciences and a distinguished School of Theology. It is an institution of the Episcopal Church that welcomes individuals of all backgrounds. It is located on a striking, 13,000-acre campus on Tennessee's Cumberland Plateau.

Interested individuals should send a cover letter, résumé, and the names, addresses and telephone numbers of three references to:

<https://www.sewanee.edu/site/j9UB9e/application>

Christy Owens
Human Resources Coordinator
The University of the South
735 University Avenue
Sewanee, TN 37383-1000
ctowens@sewanee.edu

**The University of the South is an Equal Opportunity Employer.
Minorities and women are encouraged to apply.**

Eligibility for employment is contingent upon successful completion of a background screening.