ASSISTANT VICE PRESIDENT FOR HOSPITALITY AND AUXILIARY SERVICES
Campus Dining

POSITION SUMMARY

Occidental College (Occidental), a nationally top-ranked liberal arts college in Los Angeles, invites inquiries, nominations, and applications for its next assistant vice president for hospitality and auxiliary services. This is an on-site and in-person leadership role.

Founded in 1887, Occidental was one of the first liberal arts colleges in California and remains one of the small number of colleges nationwide focused strictly on undergraduate education. In 1914, Occidental moved to its present site about seven miles northeast of downtown Los Angeles, nestled between the city’s Highland Park and Eagle Rock neighborhoods, where it occupies a 120-acre hillside campus originally designed by the noted Beaux Arts architect Myron Hunt. Some 13 student-governed residence halls house 78 percent of the student body. The campus has been used as a Hollywood location since 1919 and featured in scores of films (including 2011 Best Picture nominee The Kids Are All Right), television shows (including “NCIS” and “The Good Place”), and commercials.

Occidental has consistently distinguished itself as one of two top 40 ranked liberal arts institutions embedded in the heart of one of the nation’s major cities, and the only one in the West. The College takes full advantage of being situated in a major urban setting and considers its location to be one of its signature assets. In part because of its desirable location, Occidental attracts an exceptionally talented and diverse student body (1,992 in Fall 2021), who are served by an equally lauded faculty and staff committed to providing a superb education in an intimate setting. The College provides its students meaningful curricular and co-curricular experiences rooted in the complex, urban environs of Los Angeles, with the ultimate goal of preparing alumni who will solve society’s most pressing social, political, and technical challenges through engaged and committed leadership.

Reporting to the vice president and chief operating officer for finance, planning and operations, the assistant vice president for hospitality and auxiliary services (AVP) directs the College’s hospitality and auxiliary services functions, which include campus dining, child development center, college bookstore, conference services & campus filming, master calendar, and postal operations.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

The AVP is responsible for developing and implementing policies and procedures as well as administering day-to-day and long-term operations in support of the College’s mission and established financial goals.

The AVP will work closely with College leadership and colleagues to develop the product mix, pricing structures, and service procedures for hospitality and auxiliary services; oversee the management team’s development of the same; and develop systems to monitor service standards. They will ensure that facilities and service procedures meet the requirements of government regulations and College standards for sanitation, health, safety, risk management and reporting requirements. The AVP will be expected to maintain excellent public relations with students, staff, administrators, faculty, and external constituents by being accessible and customer service oriented.
The AVP will be responsible for developing, monitoring a budget of $12 million and maximizing the auxiliaries’ annual net return to the College’s general fund. They supervise seven exempt administrative management team members, who in turn supervise approximately 78 full-time, 89 student, and 69 casual staff members; 67 percent of the full-time employees in the department are members of a collective bargaining unit and are represented employees.

**QUALIFICATIONS**

This position is an exceptional opportunity for an entrepreneurial and collaborative leader with a strong knowledge of comprehensive and innovative college hospitality and auxiliary services, functions, and emerging practices. A bachelor’s degree and work experience in a campus environment supervising multiple auxiliaries, with a minimum of five years of experience at the director/general manager level in a high-volume operation, are required; an advanced degree in business administration or hospitality business is preferred. Candidates must demonstrate a track record of success with marketing and revenue generation, including five years of experience developing and directly managing complex revenue and expense budget(s).

The ideal candidate will possess the skill, drive, and vision to successfully direct all levels of employees including administrators, supervisors, staff and bargaining unit personnel; engage effectively and collegially with a diverse community of students and their families, staff, faculty, alumni, and visitors; create a culture of excellence and continuous improvement; work proficiently with various specialized technical applications and data bases including privilege access, menu management, POS, and scheduling software; and a high degree of integrity, ethics, and dedication to the mission of the College.

The search committee particularly encourages applications from candidates who are strategic leaders, adept at identification and implementation of best practices, and committed to advancing diversity, equity, and inclusion in every facet of the department’s activities.

**APPLICATION INSTRUCTIONS**

Occidental College has retained the services of Spelman Johnson, a leading national executive search firm, to assist with leading this search. Review of applications will begin **Friday, February 18, 2022**, and continue until the position is filled.

A resume with an accompanying cover letter may be submitted via the Spelman Johnson website at [https://www.spelmanandjohnson.com/position/assistant-vice-president-for-hospitality-and-auxiliary-services/](https://www.spelmanandjohnson.com/position/assistant-vice-president-for-hospitality-and-auxiliary-services/). Nominations for this position may be emailed to Michel R. Frendian at mrf@spelmanjohnson.com. Applicants needing reasonable accommodation to participate in the application process should contact Spelman Johnson at 413-529-2895.

**ADDITIONAL INFORMATION**

Visit the Occidental College website at [www.oxy.edu](http://www.oxy.edu) and the Occidental College Hospitality Services website at [www.oxy.edu/offices-services/hospitality-services](http://www.oxy.edu/offices-services/hospitality-services).

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their
strengths and experiences in this area. Individuals advancing the College’s strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit https://www.oxy.edu/offices-services/humanresources/benefits-information.

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.