

TPS Associate Director for Data & Administration
Old Dominion University

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Posted Dec. 9, 2024, set to expire Nov. 1, 2025

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| Job Title | TPS Associate Director for Data & Administration |
| Department | PARKING FACILITIES |
| Institution | Old Dominion University Norfolk, Virginia |
| Date Posted | Dec. 9, 2024 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Associate/Assistant Director |
| Academic Field(s) | Computing/Informational Services |
| Job Website | https://jobs.odu.edu/postings/22326 |
| Apply By Email | |
| Job Description | |

Job Description

As the second in command of the Transportation and Parking Services (TPS) department, this position serves an essential leadership role. In conjunction with the Associate Director for Operations, assists the Director of TPS, providing a comprehensive program of high quality Transportation and Parking services to the University. Serves as a back-up when the Director of Transportation and Parking Services is unavailable. The position is classified as essential personnel and leads all critical functions within the department. The position ensures that all TPS operations fully support the academic and community engagement missions of ODU. The position is responsible for establishing and tracking the department annual budget based upon planned revenues and anticipated expenses, and manages all TPS business analysis and data processes. Leads all customer service, information technology (data systems and software), and marketing and communications efforts. Manages review of parking citation appeals process including notification of results, and proper documentation within parking

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management software. Manage all departmental records, including electronic and paper to ensure compliance with state and university guidelines.

Knowledge, skills and abilities

Extensive knowledge of accounting, financial reporting and forecasting practices. Considerable knowledge of effective supervisory techniques, including employee training and development. Expert customer service skills, including problem solving, conflict resolution, and account relationship management. Demonstrated organizational skills including extensive knowledge of paper and digital record-keeping and reporting functions. Superb keyboarding, grammar, spelling and proof-reading skills. Considerable ability to enter, manipulate, and summarize financial data from multiple sources and produce both detailed and summary reports. Superior skill working in spreadsheets to format data in both tabular and graphic (chart) formats. Considerable ability to track trends to develop forecasts of revenues and expenses, as well as to model financial outcomes based upon multiple assumptions. Considerable ability to effectively communicate both verbally and in writing. Ability to interpret, apply and explain established policies and procedures.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact