

Director of Campus Operations
Marian University

Direct Link: <https://www.AcademicKeys.com/r?job=257328>

Downloaded On: May. 24, 2025 8:30am

Posted May 23, 2025, set to expire Dec. 14, 2025

Job Title Director of Campus Operations
Department Finance and Operations
Institution Marian University
Indianapolis, Indiana

Date Posted May 23, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Facilities Operations

Job Website <https://marian.rec.pro.ukg.net/MAR1500MNUI/JobBoard/fde73847-46d9-4c8a-924e-a28b5c630bfc/OpportunityDetail?opportunityId=75a3eded-dc50-42f4-bd82-d4feec0a80c4>

Apply By Email

Job Description

As part of a diverse community of faculty and staff who represent many faith systems and worldviews, Marian University is seeking a Director Campus Operations. Working closely with the Assistant Vice President of Facilities. The Director of Campus Operations will promote Marian University's Catholic Franciscan mission and identity by providing administrative and operational guidance to the facilities and maintenance department.

The Director will be responsible for the overall maintenance of the buildings, grounds, fixtures, and equipment of the facility. Leads a team that provides operational expertise in services while providing hands on execution management of operations. Builds, develops, and leads the custodial, maintenance and grounds management team and staff capable of carrying out organizational objectives.

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Essential Duties and Responsibilities:

Actively engages the Catholic Franciscan mission and identity of Marian University by modeling the Franciscan Sponsorship Values, honoring the legacy of the founding congregation, promoting unity in diversity, and integrating the Catholic Franciscan Intellectual traditions in courses, programs, and services.

Manages compliance with all local state and federal regulation and codes, and maintains all associated records and reports

Creates a great employee work environment and inspires teamwork and partnership at all levels - internally and externally

Areas of responsibility may include areas/departments: maintenance, facilities, materials management, housekeeping, event setup, and campus moves.

Oversee general building maintenance including plumbing, carpentry, painting, roofing, minor repairs, and electrical work

Ensure preventative maintenance is completed on all equipment

Ensure the facility is in a sanitary, attractive, safe, orderly condition and in compliance with all regulatory standards and accreditation requirements

Ensure proper operations and maintenance of water systems, emergency electrical systems, sewage systems, primary electrical systems, telephone systems, fire alarm systems and heating and cooling systems

Develop facility maintenance plans, timetables for completion and recommendations for maintenance projects

Serve as project manager for small scale, short duration projects

Respond to facility fire and disaster situations immediately and assist per emergency plans

Responsible for developing, managing, and adhering to University operations budgets.

Responsible for the co-creation with AVP of Facilities & Procurement key performance indicators to drive excellence.

Response for work order system, as well as prompt customer service level response.

Inspects plant and evaluates use of space and facilities

Coordinate outside service vendors/contractors and maintenance staff to complete projects as assigned/necessary

Acts as liaison between departments, customers, clients, employees, and subcontractors

Ensures that all staff are properly trained in partnership with the Training & Safety Manager.

With the AVP of Facilities & Procurement, participate in the development of long range plans, conceptual designs, and capital outlay requirements for program/process improvements

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Responsible for recommending projects which can be completed by using campus resources or

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outside contractors due to the project scope and/or cost.

Responsible for possessing a moderate level of expertise in skilled trades which include, hvac, electrical, plumbing, locksmith and carpentry.

Effective oral and written communication

Excellent interpersonal and coaching skills

Strong organizational and time management skills, with the ability to manage competing priorities

Ability to manage in a diverse environment with a focus on customer services

Demonstrated accuracy, thoroughness, and quality of work.

Highly motivated, self-directed work ethic

Ability to identify and problem solve in an effective manner

Must be able to utilize data to inform and implement decisions.

Ability to establish and maintain effective relationships with employees and leadership

Required Qualifications:

Bachelor's degree level education highly preferred in area of facilities maintenance service, hospitality, or business management

3-5 years' experience in facilities maintenance, including experience overseeing a skilled trades team

Proven ability leading through other managers

Must have excellent organization skills and able to work with a fast-paced environment.

Must have strong communication and excellent interpersonal skills.

Must have and be able to maintain a valid Indiana Driver's License without restrictions.

Ability to maintain confidentiality and demonstrate unquestionable ethics and trust Knowledge of employment laws and practices Excellent computer skills in a Microsoft Windows environment.

Must include Excel and demonstrated skills in database management and record keeping Effective oral and written communication

Review of applications will begin immediately and continue until the position is filled.

Contact Information

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

Contact

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