

Director of Strategic Operations
Old Dominion University

Direct Link: <https://www.AcademicKeys.com/r?job=264699>

Downloaded On: Nov. 1, 2025 2:36am

Posted Oct. 31, 2025, set to expire Mar. 1, 2026

Job Title Director of Strategic Operations
Department GRADUATE SCHOOL
Institution Old Dominion University
Norfolk, Virginia

Date Posted Oct. 31, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Development/Institutional Advancement

Job Website <https://jobs.odu.edu/postings/24657>

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Job Description

Job Summary

The position provides leadership and oversight of Graduate School operations, ensuring effective planning, forecasting, and stewardship of resources. Responsibilities include strategic planning, annual budget development, stakeholder engagement, and other administrative tasks that impact operations and business practices.

This position also forecasts and tracks financial performance, leads in managing complex budgets involving multiple units and funding sources, works cooperatively with university senior leadership, and implements appropriate internal controls to maintain quality and compliance.

Position Type

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FullTime

Type of Recruitment

General Public

Minimum Qualifications

- ***Master's degree in Business Administration, or a related field.***
- Experience in handling sensitive or confidential information.
- Experience in planning, analyzing and coordinating activities and establishing priorities.
- Experience in managing, supervising and evaluating assigned staff.
- Ability to work collaboratively with diverse stakeholders.
- Minimum of 5 years of administrative experience in business operations and fiscal management, which includes supervisory experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved. Experience in problem solving and decision-making.

Preferred Qualifications

- Experience in thinking strategically, anticipating future consequences and trends and incorporating them into the decision process.
- Experience in developing and maintaining effective and cooperative working relationships both within and across organizational areas.
- Experience in management and supervisory principles and practices.

Contact Information

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

Contact