



POSITION ANNOUNCEMENT

JOB TITLE:	ASSOCIATE VICE PRESIDENT - BUSINESS ENTERPRISE UNIT
TYPE OF VACANCY:	MANAGEMENT
DEPARTMENT:	BUSINESS OFFICE
<p>SUMMARY: The University of The Bahamas (UB) is the national higher education institution of The Commonwealth of The Bahamas. The University offers Master, Bachelor and Associate degrees in a number of disciplines. The current enrollment of more than 5,000 students is expected to increase substantially and doctoral programmes are expected to be added to the degree programmes offered.</p> <p>The Associate Vice President - Business Enterprise Unit (AVP – Business Enterprise Unit) is expected to have a comprehensive knowledge of business operations, accounting, budgets, entrepreneurship and leadership. A key consideration for this position is the ability to provide strong oversight to multiple activities across a range of business operations and opportunities at the University. The aspects of business stability, risk and funding must strongly inform the decision making process of business enterprises and are therefore key strengths of the AVP - Business Enterprise Unit's position.</p>	
<p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> ➤ Provide oversight of multiple business operations at the institution, including retail and facilities rental; ➤ Work pro-actively to develop new business opportunities; ➤ Develop business proposals for existing and new customers; ➤ Ensure costs are reported and monitored to determine return on investments/objectives and improve general efficiency; ➤ Work with key suppliers and network/source new suppliers in order to provide the most up to date and cost effective client development solutions; ➤ Hire, guide and train business enterprise staff and associates; ➤ Develop innovative strategies for revenue growth, including undertaking interviews in order to get feedback and incorporate it into the institution's growth plan. 	
<p>REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:</p> <ul style="list-style-type: none"> ➤ Possess very good sales skills; ➤ Possess a strong business sense with a solid knowledge of the retail environment; ➤ Ability to analyze new and prospective business opportunities; ➤ Ability to constantly generate new ideas for the institution's advancement and success; ➤ Ability to manage projects effectively, with developed goals and procedures for its implementation; ➤ Ability to work effectively with critical time constraints in a results-oriented environment; ➤ Ability to build and maintain relationships and contacts both inside and outside the institution; ➤ Ability to effectively communicate opportunities to senior management and clients; ➤ Effective negotiation skills are a must; ➤ Ability to lead and supervise multiple staff and create a team environment; ➤ Proven and strong problem solving capabilities; 	



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- Strong working knowledge of Microsoft Office Suite;
- Strong working knowledge of Counterpoint (POS system);
- Strong organizational skills; must have the ability to prioritize assignments;
- Ability to work under pressure and meet given deadlines;
- Ability to multi-task as well as be flexible on the job;

QUALIFICATIONS:

- Master's degree in Marketing, Entrepreneurship or Business, with at least 7 (seven) years' post degree experience at the management level;
- Proven work experience in retail management, a must.

To ensure full consideration, interested candidates should submit the following items via email to the address given below with the subject *AVP, Business Enterprise Unit*:

- A cover letter of interest highlighting work experience and accomplishments relevant to the position;
- Completed Employment Application Form (www.ub.edu.bs/wp-content/uploads/2017/01/Application-for-Employment-Staff.pdf);
- Current Curriculum Vitae or Resume;
- Copies of Qualifications and Certificates;
- Copy of the relevant pages of a valid passport showing passport number, photo identification and expiration date;
- Copy of N.I.B. Card;
- Copy of Voter's Card;
- At least three (3) written, professional references.

Please ensure that all attachments are labelled appropriately.

Submit all items electronically to:

Email: hrapply@ub.edu.bs

Attention: **Vice President, Human Resources**

You are invited to visit our website at www.ub.edu.bs for more information about the University and to access the University's Employment Opportunities.

Submit electronically to:

hrapply@ub.edu.bs

Attn: Vice President, Human Resources

Reports To	Vice President, Finance and Business Enterprise
Terms	Contractual Appointment
Date Published	July 3, 2019
Advertisement End Date	July 24, 2019
Date to be Removed	July 25, 2019



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The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Associate Vice President, Business Enterprise Unit.