

## *Job Opening*

PIU is a Christ-centered, missional, community that prepares students with a biblical worldview for leadership and service in life, work & ministry in the community and around the world. As an ethnically diverse learning community, PIU seeks employees who are culturally, ethnically, and academically sensitive to the wide array of needs represented by our student body. Pacific Islands University is currently looking for candidates to fill the position of:

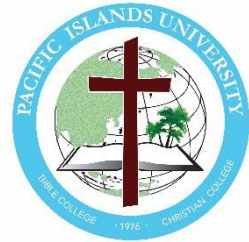
### **Executive Vice President** VOLUNTEER / MISSIONARY POSITION

#### **JOB DESCRIPTION:**

The main purpose of this role is to assist and support the President, specifically in day-to-day operations, and to encourage the other Vice Presidents in their roles in fulfilling the mission and vision of Pacific Islands University.

#### **REQUIRED SKILLS:**

- Master's degree required (PhD preferred)
- Experience working in educational settings
- Experience working in leadership positions
- Experience working in multicultural settings
- Must provide a pastoral reference that shows an exemplary Christian testimony and active participation in a local church fellowship.
- Must possess the desire and ability to minister to students and staff.
- Strong organizational and management skills.
- Ability to formulate and articulate sound policies and to identify, resolves, and consults on a wide range of administrative and personnel issues with a clear sense of institutional needs and priorities.



## APPLY NOW!

Send your resume to [hr@piu.edu](mailto:hr@piu.edu)

# JOB DESCRIPTION

<b>Job Title</b>	<b>Executive Vice President</b>
<b>Location:</b>	<b>Guam</b>
<b>Reports to (Title):</b>	<b>University President</b>
<b>Classification:</b>	<b>Staff</b>
<b>Job Description:</b>	The main purpose of this role is to assist and support the President, specifically in day-to-day operations, and to encourage the other Vice Presidents in their roles in fulfilling the mission and vision of Pacific Islands University.
<b>Duties and Responsibilities:</b>	<ul style="list-style-type: none"> <li>● Assist in the day-to-day operations of the university.</li> <li>● Assist in developing and revising handbooks, policies, and programs to ensure a smooth operation of the university</li> <li>● Assist in revising and developing a strategic growth plan that focus on community relationships and student body growth.</li> <li>● Assist in recruiting qualified personnel.</li> <li>● Assist in the oversight of financial planning and reporting.</li> <li>● Assist in developing curriculum frameworks and maps.</li> <li>● Represent the organization at community events and publicity opportunities.</li> <li>● Assist the other Vice Presidents to accomplish their roles.</li> <li>● Acts as administration representative in the classroom by teaching at least (1) course per semester.</li> <li>● Assist the president and staff in fundraising strategies and efforts</li> <li>● Any other responsibilities as assigned by the President.</li> </ul>
<b>Work Responsibilities:</b>	<ul style="list-style-type: none"> <li>● 40 hours per week minimum, based on a 5-day week.</li> <li>● Involvement in campus life activities.</li> <li>● Work on national holidays may be required.</li> </ul>
<b>Key Performance Indicators</b>	<p>The Executive Vice President will be evaluated by the president on a yearly basis. The criteria for evaluation will be:</p> <ul style="list-style-type: none"> <li>● Leading by positive example, both personally and professionally</li> <li>● Adhering to the mission and vision of the organization</li> <li>● Assisting the president in his/her role</li> <li>● Supporting and encouraging other vice presidents and department heads in their respective work</li> <li>● Developing and implementing systems that support and develop the mission and vision of the organization</li> </ul>
<b>Job Qualifications</b>	<ul style="list-style-type: none"> <li>● Master's degree required (PhD preferred)</li> <li>● Experience working in educational settings</li> <li>● Experience working in leadership positions</li> <li>● Experience working in multicultural settings</li> <li>● Must provide a pastoral reference that shows an exemplary</li> </ul>

	<p>Christian testimony and active participation in a local church fellowship.</p> <ul style="list-style-type: none"><li>● Must possess the desire and ability to minister to students and staff.</li><li>● Strong organizational and management skills.</li><li>● Ability to formulate and articulate sound policies and to identify, resolves, and consults on a wide range of administrative and personnel issues with a clear sense of institutional needs and priorities.</li><li>● Must sign a statement of agreement with the institutional doctrinal statement.</li></ul>
<b>Compensation</b>	<ul style="list-style-type: none"><li>● This is a volunteer/missionary position. Depending on availability, on-campus housing may be provided.</li><li>● Expenses incurred on behalf of the University will be reimbursed</li></ul>