

Version 4/25/2022

Operations Manager

The Operations Manager is appointed by the President of Deep Springs and is directly responsible to the President and Dean. The Operations Manager aids the educational goals of the College by administering many campus processes, supporting staff, and supervising and mentoring students. The Operations Manager works closely with the President, Dean, and other staff and faculty members to ensure the smooth running of the College.

The specific duties of the Operations Manager fall into the following areas. Given the range of duties, the successful candidate need not be an expert in every area listed but must be able and willing to learn those skills that she or he does not already possess.

Managing Key College processes. This includes:

- routine communications with outside entities including insurers, accountants, and government entities, including
 - monitoring and managing campus resource use (water, power, waste, etc.), particularly as related to external certification and compliance;
 - management and review of campus insurance policies;
 - supporting additional College processes, such as internal financial management, the College agricultural program, and preparing reports for the Board of Trustees;
- management of HR for all employees, including intake, payroll forms, and insurance enrollments;
- supervision of a clean, efficient workspace for College employees including copy room, office, and supplies;
- supervising students in clerical and janitorial tasks in the College's administration building, including the student Office Wrangler and Orderly labor positions;
- assisting other employees in gathering information and preparing documents in accordance with their job responsibilities;
- supporting the accreditation process.

Working with students, staff, and leadership. This includes:

- oversight of the College health and safety program in collaboration with other staff, including the coordination of trainings and convening regular meetings of the campus safety committee;
 - in particular, working with student nurses, the student safety tsar, and the student fire safety specialist in supporting campus safety and updating policies;
- assisting the student labor commissioner in coordinating the student labor program;
- general mentorship of students;
- providing support for the College President, including correspondence, organizing travel, and facilitating communications as needed;

- providing support for the College Dean, across management of student life and academic matters, including oversight of the library;
- providing support for the College Chief Financial Officer in administering College financial processes;
- working with the President and/or Dean in various College matters as needed.

Skills of effective communication (verbal and written), listening, problem-solving, process management, and the ability to compromise and adapt are a must at Deep Springs.

COMPANY DESCRIPTION: Deep Springs College is a private, nonsectarian, fully accredited two-year college program for academically gifted young people, located on a small cattle-and-alfalfa ranch in a beautiful, remote area of the White Mountains on the California-Nevada border. 24-28 students attend. The program combines rigorous academic coursework with 20-25 hours of physical labor each week. Students milk cows, wash dishes, assist in the office, cook, clean, harvest alfalfa, and tend cattle, horses and gardens. All members of the Deep Springs community – the students, faculty, staff, president, and resident families – live on-site and take part in fostering and developing community life, at the same time respecting each others' need for privacy.

Deep Springs is an equal opportunity employer. We do not discriminate on the basis of sex, gender identity, sexual orientation, race, religion, national origin, religion, age, or disability.

The College is located in California's Eastern Sierra region on Highway 168, 26 miles east of Big Pine, California, 11 miles from the Nevada state line. Death Valley National Park, Yosemite National Park, Mono Lake, and the Ancient Bristlecone Pine Forest are all within a few hours' drive. Los Angeles is a 5-hour drive away, Las Vegas is 4 hours; the San Francisco Bay Area is 7-8 hours depending on the season.

APPLICATION INSTRUCTIONS: For additional information and to apply, visit www.deepsprings.edu or email staffsearch@deepsprings.edu.