The University of South Carolina
Position Description

**Job Purpose:**

Vice Chancellor of Administrative and Business Affairs is the senior fiscal and operations leader of the University; responsible for facilitating a variety of processes to aid the organization in developing the internal capacity to most efficiently and effectively accomplish its mission work and to sustain itself over the long term. The Division of Administrative and Business Affairs provides cost-effective and high-quality business, support, and administrative services that are vital to ensure excellence teaching, and public service; consistent with campus growth, and enhanced customer service.

Management and supervisory responsibilities include the offices of Human Resources, Employee Relations and EOP, University Police, Institutional Research, Institutional Effectiveness, Student Employment, Wellness Center, Child Development Center, Business Services, Budget and Planning, Residential Housing, Facilities and capital planning, Special Events Scheduling and First Impressions, Book Store, and Bursar.