



University of the Virgin Islands

Historically American. Uniquely Caribbean. Globally Interactive.

Assistant Vice President for Facilities

Leadership Profile



The [University of the Virgin Islands](#) (UVI), a comprehensive, land-grant institution and the only Historically Black College and University (HBCU) outside of the continental U.S., seeks an innovative and resilient leader to serve in the inaugural role as Assistant Vice President for Facilities (AVP).

This transformative position requires a strategic facilities executive who can navigate the unique complexities of managing campus infrastructure across two geographically separated island locations while advancing sustainability, climate resilience, and operational excellence in service of UVI's mission to educate and empower the U.S. Virgin Islands, the Caribbean, and the world through creativity, innovation, and excellence in teaching, research, and community engagement.

Position Summary

Reporting to the Vice President for Administration and Finance/CFO, the Assistant Vice President for Facilities serves as a key member of the VP's leadership team and is responsible for providing strategic leadership and overall management within Facilities Services.

The AVP oversees approximately 660,000 square feet of real estate property across two campus locations, with 70 buildings encompassing academic buildings, research laboratories, student housing, athletic facilities, and specialized marine science infrastructure. The role manages an annual operating budget that includes funding from FEMA, and the Government of the Virgin Islands including other federal funding sources. The AVP leads a dedicated team of approximately 70 full-time facilities professionals, cultivating a culture of exceptional service delivery and proactive problem-solving and ensures rapid, professional responses to the diverse needs of faculty, students, staff, and visitors while maintaining operational efficiency and cost-effectiveness.

The AVP serves as a strategic leader and operational executive responsible for the comprehensive stewardship of the University's physical infrastructure across multiple campus locations. This senior leadership role combines visionary planning with hands-on oversight to ensure that all facilities support and enhance the University's academic mission, research initiatives, and student experience.

As the chief facilities officer, the AVP directs all aspects of facility operations, maintenance, and capital planning while establishing and implementing policies, procedures, and programs that drive excellence in building management and campus infrastructure. This position ensures that the University's physical environment meets the highest standards of functionality, safety, sustainability, and aesthetic quality.

A critical dimension of this role involves ensuring comprehensive compliance with environmental health and safety regulations, building codes, and quality assurance standards. The AVP serves as

the University's primary liaison with regulatory agencies at the city, territory and federal levels, as well as with utility providers and external stakeholders, representing the institution's facilities interests with professionalism and expertise.

This position demands an exemplary leader who excels at building collaborative relationships across all levels of the University community. The AVP must balance competing priorities, manage complex projects, and make sound decisions that align facilities management strategies with the University's broader strategic goals and objectives. Success in this role requires both operational excellence and the ability to inspire confidence and trust among diverse constituencies while advancing the University's vision for its physical campus.

Primary Responsibilities

Strategic Planning and Asset Management

- Develop and maintain a comprehensive facilities master plan aligned with the University's strategic vision and enrollment projections
- Conduct regular facilities condition assessments and manage the deferred maintenance portfolio, prioritizing investments based on criticality, safety, and strategic impact
- Implement asset lifecycle management strategies to optimize the useful life and performance of building systems and infrastructure
- Lead space planning and utilization analysis to maximize efficiency of academic and administrative space across both campuses

Sustainability and Climate Resilience

- Develop and implement sustainability initiatives focused on energy efficiency, water conservation, waste reduction, and carbon footprint reduction
- Pursue green building initiatives and sustainable design principles in renovation and construction projects
- Lead climate resilience and hurricane preparedness planning, ensuring facilities can withstand extreme weather events and support rapid recovery
- Manage post-disaster assessment, documentation, and recovery efforts in coordination with FEMA and federal agencies
- Implement strategies to address unique island environment challenges including saltwater corrosion, tropical weather impacts, and limited natural resources

Technology and Innovation

- Oversee implementation and computerized maintenance management systems (CMMS) initiatives to enhance work order management, preventive maintenance scheduling, and asset tracking
- Promote building automation systems, energy management platforms, and smart building technologies to improve operational efficiency

- Leverage data analytics and reporting tools to drive evidence-based decision making and continuous improvement
- Explore innovative solutions to address island-specific challenges including supply chain management and remote campus coordination

Opportunities and Priorities

The Primary Responsibilities of the Assistant Vice President:

- Maintain complete responsibility and oversight of day-to-day operations of campus facilities, ensuring that all services are effectively delivered, and facility needs are met including custodial, life-safety, risk management, engineering and general maintenance; ensures that staff implements and provides these services in a manner consistent with the University's policies, goals and objectives.
- Provide exemplary leadership to management team including prioritization, direction, development, and assessment.
- Provide leadership in identifying, developing, budgeting, coordinating, monitoring reporting and completing operational systems repairs, renovation and replacement projects.
- Oversee all personnel actions, including interviewing, selecting, and orientation of new hires, training and evaluating of all directly and indirectly supervised personnel and contractor.
- Supervise all maintenance programs relating to the interior and exterior conditions and appearance and operation of the facilities; reviews and analyzes inspections and reports for potential efficiencies in the operation and maintenance of facilities; develops, implements and monitors cost-savings opportunities.
- Oversee the development, preparation, and explanation of the annual facility budget, quarterly forecasts, and business plans, as determined or assigned.
- Conduct and approve all performance evaluations of facilities support staff.
- Develop and maintain strong rapport with trustees, faculty, staff, and students to elicit feedback for improvement ensuring organizational effectiveness.
- Oversee the planning and operation of campus facilities in emergency response situations, disaster preparedness, and emergency notification programs.
- Develop a five-year plan of maintenance, facility improvement, and cost reduction initiatives.
- Assist with the review of plans and specifications for the inclusion and appropriate application of operational systems in the addition, modification and renovation of new and existing facilities.
- Develop controls and procedures to monitor work order reports for the assurance of effective and timely evaluation, assignment, completion, and close-out of routine and preventative maintenance of all facilities management and work production.
- Maintain records and files; monitor feedback to assure customer satisfaction and identifies service improvement ideas.
- Initiate and approve requisitions for purchase of materials, supplies and contractor services.

- Assure university-wide compliance with all Federal, Territory and Local laws, ordinances, and codes relating to the operation and safety of facilities and staff; assures mandated inspections and repairs of fire safety/suppression systems and other such systems are completed, as required.
- Develop and administer an ongoing training program for staff to assure systems are operated and maintained in a safe, reliable and efficient manner.
- Observe safety regulations and participate in ongoing safety-training programs to cover all aspects of the work performed by the department.
- Serve as liaison with architects, engineers and contractors, coordinates construction activities with university staff and contractors.
- Attend the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Complete duties and responsibilities in compliance with university standards, policies and guidelines.
- Use interpersonal skills and make sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Complete all required training and professional development sessions by the University.
- Support the values and institutional goals as defined in the University's Strategic Plan.
- Participate in the development of functional unit-level outcomes, monitor assessment of those appropriate outcomes, and assist in the development of plans of action for improvement based on the assessment of those outcomes.
- Participate in the process for systematic review and evaluation per the institutional effectiveness model adopted by the University.
- Serve on committees as appropriate and as appointed by supervisor.
- Working hours include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs other duties as assigned.
- This position is on 24-hour emergency call.

Competencies and Qualifications

Required Qualifications

- Bachelor's degree in Business Management, Engineering, Architecture, Construction Management, or Facility Management from an accredited college or university.
- Minimum of seven years of management level work experience that has demonstrated effective leadership, technical knowledge, communication and interpersonal skills; understanding of, and experience in budgeting, finance, labor relations, staff supervision, construction & facility management, procurement, OSHA, ADA codes & regulations, program development and project management on a multi building or at a college/university campus.

- Valid U.S. Virgin Islands driver's license or the ability to obtain one within 90 days of hire is required.
- OSHA Certification required within one year of employment.

Preferred Qualifications

- Master's degree in Business Management, Engineering, Architecture, Construction Management, or Facility Management from an accredited college or university.
- Ten years of management level work experience that has demonstrated effective leadership, technical knowledge, communication and interpersonal skills; understanding of, and experience in budgeting, finance, labor relations, staff supervision, construction & facility management, procurement, OSHA, ADA codes & regulations, program development and project management on a multi building or at a college/university campus
- Nationally recognized Facilities/Construction Management Certification preferred.

The University of the Virgin Islands

Founded in 1962, UVI is a public, co-ed, land-grant HBCU (Historically Black College and University) in the United States Virgin Islands (USVI). It is the only HBCU in the Caribbean. Approximately **1,863 students** are enrolled on the two [campuses](#): the [Albert A. Sheen Campus on St. Croix](#) and the [Orville E. Kean Campus on St. Thomas](#). The institution offers [undergraduate and graduate degree programs](#) across its [six](#) schools and colleges. UVI is accredited by the Middle States Commission on Higher Education and the School of Nursing is accredited by ACEN and the school of Business programs are accredited by ACBSP.

UVI's approximately 2,500 full-time, part-time and graduate students come from the U.S. Virgin Islands, 21 states and approximately 15 other countries, primarily in the Eastern Caribbean. The faculty is comprised of 225 highly qualified, full-time and part-time members. Sixty-three percent of the full-time faculty hold doctoral degrees. Faculty members represent diverse ethnic and cultural backgrounds, from the mainland U.S., the Virgin Islands and abroad.

UVI has two beautiful campuses, located on St. Thomas and St. Croix, as well as [UVI Online](#), [UVI CELL](#) (Continuing Education), and UVI@USM (degrees offered through UVI's long-standing partnership with the University of St. Maarten).

The 388-acre St. Thomas Campus of the University of the Virgin Islands is located three miles west of the town of Charlotte Amalie and overlooks John Brewers Bay. The 130-acre campus of the University of the Virgin Islands on St. Croix is located at Golden Grove, midway between the towns of Christiansted and Frederiksted. Used by the University since 1964, the land was deeded to the University for educational purposes by the United States federal government in 1968.

To view more of the two campuses, please see the [virtual tour](#).

The Virgin Islands

The [United States Virgin Islands](#) (commonly called the U. S. Virgin Islands or USVI) are a group of islands in the Caribbean that are an insular territory of the United States of America. The U. S. Virgin Islands has all the beauty of the Caribbean with all of the conveniences of the US. The USVI are known for their white sand beaches, strategic harbors and rum production. English is the official language. The currency is the US dollar.

The U. S. Virgin Islands are in the Caribbean Sea and the Atlantic Ocean, about 40 miles (64 km) east of Puerto Rico and immediately west of the British Virgin Islands. The territory consists of four main islands: Saint Thomas, Saint John, Saint Croix, and Water Island, as well as several dozen smaller islands.

International business and financial services are a small but growing within the 21st century economy. To draw more technology-focused companies and expand this segment of the economy, the government founded and launched the [University of the Virgin Islands Research and Technology Park](#) in conjunction with private businesses and the University of the Virgin Islands (UVI).

To Apply

The University of the Virgin Islands has retained [Opus Partners](#) to support this recruitment. [Kenna Boyd](#), Partner, [Katie Dean](#), Partner, and [Marisea Rivera](#), Senior Associate, are leading the search. Confidential inquiries and nominations should be submitted by email to Marisea Rivera at marisea.rivera@opuspartners.net. To be considered by the University's search committee, candidates must provide a resume and a letter of introduction that addresses the specific responsibilities, expectations, and qualifications described above. Please consult Opus Partners for more information about the application process.

The expected hiring range for this position is \$105,000-\$110,000. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, and other business and organizational needs. Salary offers are determined based on final candidate qualifications and experience.

The University of the Virgin Islands is committed to assuring that its workplace is free from unlawful discrimination and harassment based upon race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age (40 and over), marital status, sexual orientation (including gender identity), status as a U.S. veteran (disabled, Vietnam or other), or any other status protected by University policy, local or federal law.