



Job Title: Chief Operating Officer (COO)

Location: Western Tennessee A&M Trade School

Job Type: Full-time, Permanent

Reporting to: President

Overview:

Western Tennessee A&M Trade School is seeking an experienced Chief Operating Officer (COO) to oversee the school's day-to-day operations and drive strategic initiatives. The COO will be responsible for leading and managing all aspects of the school's operations, including finance, facilities, information technology, and student services. The successful candidate will have a strong track record of success in higher education leadership, excellent management skills, and the ability to work collaboratively with a diverse group of stakeholders.

Responsibilities:

- Develop and implement operational strategies that align with the school's goals and mission.
- Oversee and manage all aspects of the school's operations, including finance, facilities, information technology, and student services.
- Lead and manage a team of department directors and support staff.
- Ensure compliance with legal and regulatory requirements related to higher education.
- Develop and manage the school's budget and financial resources.
- Identify and implement opportunities to improve operational efficiency and effectiveness.
- Collaborate with the President, academic deans, and other stakeholders to develop and implement strategic initiatives.
- Foster a culture of excellence, teamwork, and innovation.
- Serve as a representative of the school to internal and external stakeholders, including alumni, donors, and community partners.

Requirements:

- Master's degree in Business Administration, Education, or related field.
- Minimum of 10-15 years of experience in higher education leadership, with at least 5 years in a COO or similar role.
- Strong leadership skills, with experience in leading and motivating a diverse team.
- Excellent communication skills, both written and verbal.
- Demonstrated ability to develop and implement operational strategies and initiatives.
- Knowledge of legal and regulatory requirements related to higher education.
- Familiarity with financial management and budgeting.



- Ability to work collaboratively with a diverse group of stakeholders.
- Strong analytical and problem-solving skills.

If you meet the requirements and are excited about the opportunity to lead a dynamic and growing team, we encourage you to apply for this position.