

# **Meridian University**

## **Chief Operating Officer**

Meridian University, founded in 1993, provides graduate programs in Psychology, Business, and Education, as well as Public Programs. The curriculum draws on spiritual traditions, somatic practices, creative arts, literary and poetic imagination, cultural history, mystical philosophy, mythology, indigenous wisdom, deep ecology, and social critique. Meridian's graduate programs seek to promote the knowledge, skills, and capacities essential to transforming culture and empowering individuals, organizations, and communities. Meridian's Public Programs include lectures, experiential workshops, professional programs for continuing education, and activities that support the creation of learning communities.

### **POSITION OVERVIEW:**

Meridian seeks a Chief Operating Officer (COO) to provide operational leadership to the school. This is a full-time exempt position which includes the responsibilities of providing day to day administrative leadership for the school's operations. The COO reports to the Chief Executive Officer (CEO)

### **QUALIFICATIONS:**

- Bachelor's degree required.
- Significant staff supervision experience required
- Graduate Degree in Business, Non-Profit/Public Administration, Education or equivalent preferred.
- Prior experience as COO, Executive Director or Administrative Director a major plus.

### **SKILLS & CAPACITIES:**

- Personal Initiative: Able to initiate and sustain follow-up on complex projects.
- Supervision Skills: Ability to coach and direct valued contribution by staff.
- Team Based Collaboration: Demonstrated ability to work collaboratively.
- Organizing Skills: Effective management of priorities, documents, and work time. Able to manage competing priorities with a commitment to excellence and accuracy. Able to prioritize goals on a regular basis.
- Verbal Communication: Proficient at interpersonal communications on the phone and in-person.
- Multitasking Skills: Able to work in a fast-paced environment while attending to priorities in multiple functions.

### **COMPENSATION AND BENEFITS:**

Compensation depends on experience.

Benefits include vacation, sick-time, medical, dental, and vision plan as well as 401(k).

**INQUIRIES:**

Qualified candidates please review the school's website at [www.meridianuniversity.edu](http://www.meridianuniversity.edu) and submit a cover letter which speaks specifically to the alignment between Meridian University and your background/interests. Although we are not able to respond to each resume that we receive, we do review each resume. We will then contact individuals where we perceive there might be a possible good fit. Please send your cover letter and résumé via email only to:

[Jobs@meridianuniversity.edu](mailto:Jobs@meridianuniversity.edu)

Meridian University  
47 Sixth Street  
Petaluma, California 94952  
[www. MeridianUniversity.edu](http://www.MeridianUniversity.edu)