



**VANCOUVER ISLAND
UNIVERSITY**

COO + Vice-President, Administration Nanaimo, BC

Vancouver Island University acknowledges and thanks the Snuneymuxw, Quw'utsun, Snaw-Naw-As, Tla'amin and Qualicum First Nations on whose traditional lands they teach, learn, research, live and share knowledge.

Vancouver Island University (VIU) is located within the traditional territories of the Coast Salish Peoples along the rugged coastline of the Salish Sea and plays a vital role in the educational, cultural, and economic life of the area. With its main campus in Nanaimo and regional campuses in Duncan, and Powell River, VIU enriches its growing student body and faculty by connecting coastal beauty and a culture of community with high-quality education.

After several years of financial pressure and organizational change, VIU has taken meaningful steps to stabilize its operations, including addressing its deficit and preparing to present a balanced 2026–27 budget. The incoming COO and Vice-President, Administration will build on this foundation by bringing focused operational leadership to the systems, infrastructure, services, and processes to support VIU's next chapter. Working within a newly refined executive model, this leader will help advance disciplined growth, operational quality, and a stronger student experience.

Reporting to the President, the Chief Operating Officer and Vice-President, Administration (COOVPA) provides strategic and operational leadership to a broad portfolio that includes facilities and campus operations, capital planning, ancillary services, information technology, and non-academic revenue generation. As a key member of VIU's senior leadership team, the COOVPA will strengthen the operational foundation that enables student success, academic excellence, service quality, responsible growth, and long-term resilience.

As the ideal candidate, you are a strategic, service-oriented senior executive with a proven record of leading broad operational portfolios across complex institutional environments, with experience spanning areas such as facilities, campus operations, procurement, project delivery, technology, infrastructure, security, and ancillary services. You are a change agent with a track record of improving organizational discipline while modernizing operations, supporting day-to-day stability, developing high-performing teams, building internal capacity, and fostering a culture of continuous improvement.

The current salary range for the position is \$223,537–254,019, exclusive of benefits and pension.

Vancouver Island University (VIU) committed to building and sustaining a diverse and inclusive working and learning environment for faculty, staff, and students. We invite applications from members of equity-seeking communities including women, racialized and Indigenous persons, persons with disabilities, persons of all gender identities and sexual orientations who bring value to the VIU community through their lived experiences. We encourage members of all equity-seeking groups to self-identify within their application cover letter.

To submit your CV and letter of introduction for consideration, in confidence, please visit <https://mbexec.com/viu-coovpa/>. For more information, please contact Corey Paquette at cpaquette@mbexec.com or Alex Verdecchia at averdecchia@mbexec.com.