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Developed by: .... AMC; ER  
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Approved by ..... AMC  
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**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Chief Business Officer, Student Affairs  
**DIVISION:** Student Affairs  
**REPORTS TO:** Vice President, Student Affairs and AVP Housing and Residential Life  
**GRADE:** 16  
**SUPERVISES:** Professional, Managerial, specialists, technical, information techs, administrative, and other support staff, as assigned

**BASIC FUNCTION:**

Assist and advise the Vice President and Student Affairs leadership team on all matters of administration, personnel, finance, business management, facilities, strategic planning, initiatives, research, and policies. Develop strategies and recommendations around maximizing resources within an incentive-based budget (IBB) environment. Play an integral role in the development of the Vice President's long-range goals and objectives. Serve as a thought partner and leader to college personnel and leadership within all Student Affairs departments.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

As lead financial and administrative officer, have responsibility for all aspects of the Division's administrative support programs.

Serve as Division's subject matter expert on the incentive-based budget (IBB) model, recommending strategies for maximizing both short- and long-term resources.

Develop innovative and entrepreneurial strategies to identify areas of growth and efficiency for the Division. Review and approve financial strategy and plans related to proposed auxiliary and student support and success programs.

Serve as primary advisor to Vice President on financial health of the Division, developing recommendations based on evaluation of market and internal data across all funding sources.

Coordinate, monitor, and streamline the annual Division budget process, including external funding sources, as applicable. Ensure accuracy in budget preparation and compliance with prescribed Federal, State, and institutional policies and procedures, as applicable.

Provide ad-hoc analyses, reports, and statistics to Division leadership related to financial and administrative matters as requested.

Manage the allocation of the Division's multi-faceted resources and be ultimately responsible for the successful organization and administration of the Division's complex fiscal and human resource activities.

Provide short- and long-term forecasting, identifying areas of concern and recommending actions to alleviate potential adverse issues. Provide recommendations to be used in final decision-making.

Supervise and manage non-academic Division personnel and their activities related to finance, facilities, human resources, and serve as primary liaison to the AVP for Human Resources, Financial Strategy and Planning to address and resolve interdepartmental concerns.

Advise and assist college administrators, academic leaders, and specialists in a variety of matters pertaining to their human resource, fiscal and administrative affairs.

Assist the Vice President in developing Division strategy and direction, such as strategic plan development.

Responsible for assisting in the development, implementation, monitoring, and reviewing of strategies, plans, policy, and procedures.

Evaluate financial and operational performance of departments, programs, centers, institutes, and other strategic ventures within the Division. Partner with central offices to remediate issues as identified.

Responsible for financial oversight including proforma analysis, project costing, contract administration, compliance, and execution. Work with Division leadership to develop a five-year business plan.

Assist in developing a staff structure and culture that is responsive to the needs of the College and University communities as well as the established principles of the Division.

Participate on various University committees and provide related budgetary, analytical, and technical support.

Represent the Vice President and AVP of Housing and Residential Life on financial and administrative matters as requested.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform additional duties as required, including the duties of other staff positions in the office.

**LICENSES, TOOLS, AND EQUIPMENT:**

Personal computers and printers; mainframes; word processing; database management and spreadsheet software; Microsoft Office Suite, including but not limited to PowerPoint, Excel, and Access.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree in a business discipline or related field; Minimum eight years of progressively responsible experience managing a complex accounting and/or finance-driven business operation; Demonstrated management and leadership skills for collaboration with numerous departments; Demonstrated supervisory experience; Demonstrated experience with direct budgeting and forecasting management; Demonstrated experience with collecting, processing, and disseminating information; Demonstrated ability to oversee, direct and cultivate productive teams; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to work as part of a team; Demonstrated experience with Microsoft Suite (including PowerPoint, Excel, and Access); Demonstrated ability to work with diverse groups/populations; and, Willingness to support and promote a diverse and inclusive work environment and community.

**PREFERRED:** Master's degree in educational administration, business discipline, or related field; Minimum of ten years of progressively responsible experience managing a complex accounting and/or finance-driven business operation; Demonstrated experience working in higher education; Demonstrated direct budgeting and forecasting supervision; Demonstrated familiarity with occupancy management software and PeopleSoft; and, Demonstrated familiarity with collective bargaining agreements and represented staff.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**