

Job Code: 101720  
Position #: NUNC (E)  
Developed by: JJP  
Reviewed by: DLJ  
Approved by: A M C  
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UNIVERSITY OF RHODE ISLAND  
Position Description

**TITLE:** Chief Business Officer, Feinstein College of Education

**DIVISION:** Academic Affairs (College of Education)

**REPORTS TO:** Dean, College of Education

**GRADE:** 16

**SUPERVISES:** Professional, managerial, technical, administrative, and other support staff, Specialists, Information Techs, as needed.

**BASIC FUNCTION:**

Assist and advise the Dean and College of Education 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 Dean's long-range goals and objectives. Serve as a thought partner and leader to College personnel and leadership within other central units.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

Serve as College'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 College. Review and approve financial strategy and plans related to proposed academic and research programs.

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

Coordinate, monitor and streamline the annual College 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 College leadership related to financial and administrative matters as requested.

Manage the allocation of the Dean's multi-faceted resources and be ultimately responsible for the successful organization and administration of the College'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 College personnel and their activities related to finance, facilities, human resources, information technology, and research support, and serve as primary liaison to the AVP for Facilities, AVP for Human Resources, and, Chief Information Officer, to address and resolve interdepartmental concerns.

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

Assist the Dean in developing College strategy and direction, such as strategic plan development.

Assist in the development, implementation, monitoring and reviewing of strategies, plans, policies, and procedures.

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

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

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

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

Represent the Dean 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. Enterprise resource planning systems (e.g., Oracle, PeopleSoft, Banner.)

#### ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

## QUALIFICATIONS:

REQUIRED: Master's degree in finance, management, public administration, business administration, or related field with a minimum five years of demonstrated professional experience in financial management in a complex organization (including, but not limited to, tracking and analyzing revenue and expenditure budgets and actual data), OR a Bachelor's degree in finance, management, public administration, business administration, or related field with a minimum seven years of demonstrated professional experience in financial management in a complex organization (including, but not limited to, tracking and analyzing revenue and expenditure budgets and actual data); Demonstrated knowledge of state government, higher education, or similarly complex organization operations, policies, and procedures; Demonstrated experience with personal computers, including spreadsheet applications; Demonstrated advanced knowledge of Microsoft Excel functions, such as pivot tables, v-lookups, and macro development; Demonstrated technical ability to react to complex ad hoc requests; Demonstrated ability to provide clear and concise reports on a timely basis; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to work independently; Demonstrated ability to be detail-oriented; Demonstrated presentation skills; Demonstrated ability to be flexible; Demonstrated ability to manage multiple projects simultaneously in a fast-paced work setting; Demonstrated ability to work with diverse groups/populations; Demonstrated analytical and problem-solving skills, including the development of complex financial models; Demonstrated knowledge of best practices related to resource management; Demonstrated experience with enterprise resource planning systems (e.g., Oracle, PeopleSoft, Banner) including using the student, human resources, finance, and grant modules; Demonstrated ability to be a strategic thought-partner to senior levels of leadership; and, Demonstrated supervisory experience.

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