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UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Manager, Academic and Global Initiatives

DIVISION: Academic Affairs (Provost)

REPORTS TO: Vice Provost for Academic & Faculty Initiatives; Vice Provost for Global Initiatives

GRADE: 13

SUPERVISES: May supervise and review the work of employees, interns, students assigned to assist on special projects

BASIC FUNCTION:

Oversee the business functions of the Vice Provost for Academic & Faculty Initiatives, the Vice Provost for Global Initiatives, and URI Online. Control and monitor the budgets for the Vice Provost for Academic & Faculty Initiatives and the Vice Provost for Global Initiatives. Coordinate the URI Online budget, including development of the annual budget, management of the revenue share distributions, award and monitoring of program development grants, completion of mid-year budget reviews, and management of fund balances. Research, develop, evaluate, and formulate modifications and improvements to budgeting policies and financial procedures. Analyze trends and formulate projections for various budget components. Research, develop, evaluate, and formulate draft communications on policies and processes from the Vice Provost for Academic & Faculty Initiatives and the Vice Provost for Global Initiatives. Provide support for time sensitive requests from Directors/Assistant Directors that report to the Vice Provost for Academic & Faculty Initiatives and the Vice Provost for Global Initiatives. Independently evaluate and review complex information and prepare comprehensive analyses, and reports relating to activities for the Provost Office and URI Online.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Analyze historical trends and formulate projections for various budget components and units. Develop surveys and benchmark analyses for Provost Office units (Undergraduate Research, General Education, Writing Across URI, Office for the Advancement of Teaching and Learning, International Center, Global Strategies and Academic Partnerships) for non-academic matters. Provide short- and long-term forecasting projections to management, identifying major areas of concern and making recommendations to alleviate potential issues.

Manage URI Online financial resources. Oversee budget planning and administration including projection analyses and quarterly forecast for revenue and expenditures. Work with the Vice Provost for Academic & Faculty Initiatives, the Director of URI Online, and the Budget Office to develop a fiscally sustainable budget model.

Oversee student-credit-hour revenue share process for URI Online, including mid-year review, year-end reconciliation, and distribution of fund balances.

Reconcile URI Online budgets and accounts with the University's financial records and compare actual revenues and expenditures against approved budgets on a quarterly basis.

Research, develop, and evaluate complex issues requiring the preparation of reports with findings and recommendations relating to budgeting policies and procedures. Provide support in the initiation, preparation, and issuance of policies, practices, and procedures related to all budgeting matters for the Vice Provost for Academic & Faculty Initiatives and the Vice Provost for Global Initiatives.

Develop and implement new reporting protocols and analytical tools related to the units reporting to the Vice Provost for Academic & Faculty Initiatives and the Vice Provost for Global Initiatives. Independently revise and introduce new analytical methodologies, concepts, and perspectives. Overhaul internal analysis techniques and automate and streamline analytical processes and financial procedures. Develop recommendations for new or improved procedures. Lead the planning, organizing and reporting on various financial processes and activities of each budget cycle and management of those budgets throughout the fiscal year.

Provide analytical counsel and financial support for special projects to the Vice Provost for Academic & Faculty Initiatives and the Vice Provost for Global Initiatives. Develop and implement analytical approaches to decision making for critical budget proposals for the Vice Provost for Academic & Faculty Initiatives and the Vice Provost for Global Initiatives level. Assemble information and present effectively to assist in decision making. Analyze and prepare information for both Vice Provosts.

Serve as liaison, resource, and adviser to the groups that report to both Vice Provosts regarding financial data and proper budget procedures and practices and resolve related problems as required.

Collaborate with the Budget Office to develop annual budget recommendations for unrestricted and restricted budgets for the groups that report to the Vice Provost for Academic & Faculty Initiatives and the Vice Provost for Global Initiatives at the department/unit/program level, based on complex financial analysis of financial, personnel and grant data. Supervise budget execution, including review and approval of budget modifications and post audit of departmental expenditures. Ensure adherence to established State, University, and other governing agencies' policies and procedures. Prepare program cost analyses with recommendations to both Vice Provosts for final decision making.

Compile, maintain, review, and revise annual reports for Vice Provost for Academic & Faculty Initiatives, for the Vice Provost for Global Initiatives, and for URI Online.

Maintain a high level of understanding of current development in the assigned areas of responsibility and anticipate future needs. Maintain a high level of understanding of financial, accounting and compliance policies and practices as they relate to budget, revenue, expense, and non-budgeted accounting activity for all assigned areas.

OTHER DUTIES AND RESPONSIBILITIES

Handle information of a sensitive and confidential nature.

Participate in meetings with members of administrative staff of the University.

Perform related assignments as required.

Responsible for supervision of various employees, interns, or students as required.

LICENSES, TOOLS AND EQUIPMENT

Personal computers, printers and word processing, database management and spreadsheet software. Oracle, PeopleSoft, Banner.

ENVIRONMENTAL CONDITIONS

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS

REQUIRED: Master's Degree; Minimum of two years of professional experience in analyzing and tracking data for the Vice Provost's budget; Demonstrated working knowledge of financial, human resources and grant modules of enterprise resource planning systems (e.g., Oracle, PeopleSoft, Banner); Demonstrated experience in working with and presenting results of complex research or analysis to management; Demonstrated experience with troubleshooting and resolution of issues; Demonstrated ability to organize and coordinate complex tasks; Demonstrated ability to manage multiple priorities and deadlines; Demonstrated ability to interpret institutional policies, plans, objectives, rules, and regulations and to communicate the interpretation to others; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Master's degree in Business Administration; Demonstrated working knowledge of econometric and statistical modeling, including forecasting and simulation methods; and, Demonstrated experience working in an institution of higher education in a financial office.

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