

The background of the entire page is a purple-tinted photograph. On the right side, a tall, dark building tower with a pointed roof and a small arched window near the base is visible. To the left of the tower, there are dense, leafy bushes or trees. The overall color scheme is a deep purple.

# ASSOCIATE PROVOST FOR FINANCE AND BUSINESS OPERATIONS

EXECUTIVE POSITION PROFILE  
MARCH 2025

**KANSAS STATE**  
UNIVERSITY



## The Opportunity

The associate provost for finance and business operations serves as a senior leader and the chief business officer for the [Office of the Provost](#), reporting to Provost and Executive Vice President Jesse Perez Mendez.

The associate provost works closely with the provost, vice provosts, associate provosts and other senior leaders, serving as a resource and advisor for all business and financial activities reporting through the Office of the Provost. The associate provost leads and manages the newly established Provost Office for Finance and Business Operations, which provides budgetary insights, financial and accounting services, and personnel administration support to central administrative units reporting to the provost. Units served by this new unit include academic affairs and innovation; data, assessment, and institutional research (DAIR); graduate school, international programs, enrollment management, and the Staley School for Leadership. The associate provost leads financial and business operations for these central units, working in coordination with the Office of the Vice President for Administration and Finance in establishing, implementing and monitoring these units' budgets; coordinating accounting and human resources transactions and activities for these units; and aligning initiatives with long-term budget plans and the university's strategic plan. As part of managing financial operations, the associate provost coordinates closely with the University Budget Office in administering the university's academic budget.

**For information on how to apply or to submit nominations, please refer to the Search Process section at the end of this document.**



## Duties and responsibilities

### Executive-Level Budget, Financial and Operational Oversight (60%)

- Serve as a trusted resource and advisor to the provost, especially in areas related to the alignment of strategy, budget, accounting and staffing, consistent with university and academic priorities.
- Oversee all financial operations for the Office of the Provost and Executive Vice President, including budget preparation, budget management, budget planning and expenditure monitoring, and budget recommendations to assure financial stability and fiscal health.
- Work closely with the provost to coordinate financial and business-related recommendations and decisions with the university's strategic plan, the university strategic enrollment plan and relevant priorities associated with the university's academic enterprise.
- Provide analysis, research and advice to other central unit and college leaders reporting to the Office of the Provost and Executive Vice President in matters related to budgeting, financial planning and analysis, business and HR operations.
- Develop financial plans and strategies for the Office of the Provost and Executive Vice President and efficiently and effectively operationalize those plans.
- Regularly collect, track and provide business information, metrics and financial data to guide the Office of the Provost and Executive Vice President toward on-target, on-budget performance.
- Ensure relevant leadership within the Office of the Provost and Executive Vice President has timely access to data to aid in decision-making, resource allocation and planning.
- Work collaboratively and transparently with peers in the University Budget Office, the Division of Financial Services and the Division of Human Resources to ensure financial, budgetary and operational decisions are aligned with university-wide goals and priorities and to coordinate best practices.
- Coordinate with relevant business officers across the university to align budgetary guidance, priorities and overall financial management activities.

### Leadership and Management of the Provost Office for Finance and Business Operations (30%)

- Provide strong leadership, strategic direction and oversight of the Office of the Provost and Executive Vice President finance and business operations unit, managing and supporting all related functions, setting goals, building the expertise and capacity of the staff, and implementing corresponding policies and procedures in support of the Office of the Provost and Executive Vice President and its units.
- Develop talent within the provost's finance and business operations unit and help provide corresponding enriching professional development opportunities for employees.
- Set expectations among relevant central units for timely data and comprehensive service, ensuring the provost and other senior leaders receive relevant and reliable information to inform decision making and outstanding customer service.
- Communicate effectively and meet regularly with provost unit leaders to ensure the financial and human resources activities are completed in a timely and efficient manner for each unit.
- Ensure all provost business office activities comply with fiscal and human resources policies and procedures and with all relevant laws and regulations, as well as university policies.

### Continuous Improvement (10%)

- Proactively identify opportunities for process improvement and recommend solutions to enhance operational efficiency and standardize and streamline internal processes.
- Lead, coordinate, facilitate or participate in complex institutional projects and change initiatives with broad impact for the business operations of the provost units, colleges and/or university.
- Represent the provost on university task forces, working groups and committees as requested.
- Stay abreast of industry trends and emerging technologies to drive innovation in business operations.

# Requirements

## Requirement Qualifications

- Master's degree.
- 7 years of relevant experience.

## Preferred Qualifications/Competencies

- Master's degree in finance, accounting, business administration, public administration, or related field.
- 7 years of relevant experience in public administration finance and/or business operations, preferably in higher education.
- Able to build strong working relationships and partnerships with leaders and stakeholders across a large, complex university.
- Demonstrated success supervising and mentoring staff with strong management skills and the ability to lead, coordinate, manage, and motivate individuals and teams.
- Ability to develop, analyze, interpret and explain technical and varied budget, financial, and HR rules, regulations, and requirements.
- Excellent oral and written communication skills, including strong presentation and listening capabilities.
- Outstanding organizational, problem-solving, management, and decision-making skills with a proven record of success in setting priorities, planning and executing projects, and achieving specific goals in a fast-paced, detail-oriented, and time sensitive environment.
- Commitment to shared governance, transparency, and collaboration throughout the institution.
- Demonstrated track record as an active and contributing member of a leadership team in a higher education institution.
- Demonstrated ability to manage stressful situations with tact and diplomacy and to exercise sound judgment, discretion, and sensitivity to confidentiality.
- Proven ability to initiate, lead, and facilitate programmatic or organizational change, be adaptable with changing conditions, and be comfortable with the ambiguity that accompanies a large public university.
- Deep understanding of and passion for the role of public higher education institutions.
- Previous experience working with enterprise resource planning (ERP) systems, including budget, financial, and/or HR systems.
- Proven success as a strategic leader, relationship builder, and master collaborator in a higher education setting with the ability to work effectively and collaboratively with coalitions of administrators, faculty, staff, and other constituent groups to achieve results.

To learn more about Kansas State University, please review our [University Profile](#).





## Search process

Please complete an application for the position via the [K-State Careers website](#). All applications, nominations and inquiries are invited and will be treated confidentially. Applications should include, as separate documents, a CV or resume and letter of interest addressing how you meet the position qualifications and themes in this profile. References will be asked for and contacted at the stage of final, on-campus interviews.

The priority application date for this opportunity is April 7, 2025.

*Kansas State University is an Equal Opportunity Employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity, age, national origin, disability or status as a protected veteran.*

*Upon acceptance of a contingent offer of employment, a candidate may be subject to a background check per [K-State's background check policy](#).*

*Applicants must be currently authorized to work in the United States at the time of employment.*

## About the institution

Founded in 1863 as the nation's first operational land-grant university, Kansas State is a Tier 1 research university with more than 20,000 students, 1,300 faculty members, 3,000 staff members and three physical campuses: the main campus in Manhattan; the Kansas State Salina campus, home to aviation and technology programs; and K-State Olathe, which serves the industry and workforce needs of Greater Kansas City.

K-State has nine colleges, Graduate School and K-State Online and offers more than 400 degrees and options, from bachelor's to doctoral degrees. K-State Research and Extension also serves the citizenry with a presence in every county throughout Kansas and supports research in more than 20 K-State departments.

K-State has an annual budget of more than \$900 million. Private giving to the university is around \$200 million per year, and the KSU Foundation ended fiscal year 2024 with an investment pool and endowment of \$1.019 billion, with a goal to hit \$2 billion by 2030.

K-State is known for the passion and pride of its alumni. With more than 200,000 living graduates, the K-State Alumni Association ranks No. 1 in the Big 12 Conference and No. 4 among Power Five conferences nationally for the percentage of graduates who are members.

The Princeton Review recognizes the university as one of the nation's best colleges. Kansas State also has been designated as an Innovation and Economic Prosperity University by the Association of Public and Land-grant Universities and is recognized as a Carnegie Community Engaged Institution. Commonly referred to as K-State, the university is proud of its welcoming environment.







## University Mission, Vision and Values

Kansas State's mission is to foster excellent teaching, research and service that develop the highly skilled and educated citizenry necessary to advancing the well-being of Kansas, the nation and the international community.

K-State's vision is to lead the nation as a next generation land-grant university – setting the standard for inspiring learning, creativity, discovery and engagement that positively impacts society and transforms lives in Kansas and around the world. The university Values and Principles of Community guide how the community lives out its mission. For more information about Kansas State, visit our [University Profile](#).

K-State provides access to high-quality education for those who desire to earn in-demand degrees. By fostering an environment where all can thrive, learn and grow, our university is home to students, faculty and staff who bring a variety of unique perspectives, viewpoints and experiences to our learning and working environments, enriching and deepening the connections we have with each other and all who engage with our university. Learn more about our mission and the values that drive us at [k-state.edu/about/values-and-mission](https://k-state.edu/about/values-and-mission).





## The Community

Situated in the heart of northeast Kansas' scenic Flint Hills, Manhattan's 56,000 citizens enjoy a dynamic community with shopping, dining, entertainment and nightlife. Manhattan is affectionately known as the "Little Apple," nod to its East Coast namesake, but has a vibrant culture all its own.

Here is just a sampling of what residents look forward to year-round:

- Shopping, dining and socializing in Aggieville, a local entertainment district with a fun, energetic vibe.
- A vibrant, revitalized downtown area with fine-dining options and local boutiques.
- The Flint Hills Discovery Center, featuring exhibits about the beautiful surrounding region.
- Beautiful outdoor life at Sunset Zoo and the Gardens at K-State.
- Recreation opportunities at the Konza Prairie, Tuttle Creek State Park, Linear Park Trail and more.
- The university's McCain Performance Series, which hosts acclaimed Broadway musicals, comedians, musicians and other entertainers.
- Exciting Big 12 athletic events. (Faculty and staff are eligible for discounted tickets.)
- Colbert Hills Golf Course, ranked as the top public golf course in Kansas.
- Excellent K-12 education. Manhattan High School ranks among the top 5 percent of U.S. high schools, and the school district is home to several Kansas Master Teachers.

Learn more about the Manhattan community at [manhattan.org](http://manhattan.org) or [madeformanhattan.org](http://madeformanhattan.org).





An aerial photograph of the Kansas State University campus, featuring a mix of historic and modern buildings, green spaces, and a winding road in the foreground. The entire image is overlaid with a solid purple color.

# KANSAS STATE UNIVERSITY