

Position Description

Assistant Vice President of Business Operations and Planning

Purpose of Role:

The Assistant Vice President (AVP) of Business Operations and Planning serves as a senior leader in the Office of University Operations, reporting to the Vice President for University Operations, Chief Operating Officer (COO). This role advises and provides strategic counsel to the President, Provost, Vice Presidents and other senior-level leaders on financial and personnel planning in pursuit of unit and university strategic goals. Collaborates on and implements strategic initiatives for units supported by the ASC.

The AVP is also responsible for overseeing and setting the strategic vision of the ASC; the university shared services center that provides budget, financial, and administrative, human resource services to central administrative units. Currently, the ASC supports the President's Office, Provost Office, and most Vice President offices for the university.

The ASC comprises 24 employees who report to the Director of the ASC. The Director is a direct report to the AVP.

Specific Job Responsibilities:

- 45%** Executive-Level Budget: Financial and Personnel Planning and Management Provides analysis, research, and advice to Executive Leadership (President, Provost and Vice Presidents) on issues and topics under their purview, particularly related to alignment of internal budget planning, accounting and staffing consistent with university or unit priorities. Leads the strategic budget planning for each unit and manages the annual budget preparation to respond to annual budget changes. Supports unit reorganization and staffing planning. Also leads the units in multi-year planning exercises to demonstrate long-term budget viability to assist in unit strategic resource planning. Responsible for managing executive level commitment accounts in accordance with unit priorities as well as identifying, developing and deploying efficiencies across units. Collaborates with leadership as requested by departments participating in the Administrative Support Center (ASC) to develop and implement strategic initiatives. This currently includes scholarship modeling, budgeting and reconciliation, but provides capacity for additional initiatives as needed. As requested, represents Executive Leadership and University Operations as a leader or member of university task forces, working groups and committees.
- 35%** Leadership of Administrative Support Center Services: The Assistant Vice President (AVP) will lead the strategic planning for the administrative services department. The AVP provides management and support to the Director of the Administrative Support Center (ASC) by establishing short and long-term goals and objectives for the ASC unit. Serves as the primary liaison with executive leaders supported by the ASC to ensure the financial and human resources activities are completed timely and efficiently for each department. Serves on the Operations leadership team, other administrative leadership activities as needed and is the business officer representative for all supported departments. Hosts open fora and meetings with staff to communicate initiatives and/or changes in financial/human resource processes or procedures as needed. Completes special projects as assigned from the Vice President for University Operations/COO and other Executive Leadership.

- 15%** Management of Construction and Deferred Maintenance Accounting and Reporting: Management of Construction and Deferred Maintenance Accounting and Reporting This position will lead the development and implementation of comprehensive university-wide construction and deferred maintenance expenditure accounting and tracking in accordance with Kansas Board of Regents (KBOR) policies. The Assistant Vice President will serve as the financial liaison for customer departments, Chief Operating Officer and Chief Financial Officer.

- 5%** Special Projects: Completes special projects as assigned from leadership of Administrative Support Center (ASC) supported departments.