
Auburn University Job Description

Job Title:	Dir, Acad Bus, Adm & Fin	Job Family:	No Family
Job Code:	KA43	Grade 39:	\$90,800 - \$151,300
FLSA status:	Exempt		

Job Summary

Reporting to the Provost and Senior Vice President of Academic Affairs, this position is responsible for the leadership and management oversight of business operations including, but not limited to budget development and management, faculty recruitment, and human resources activities for all academic units and supporting administrative units within the Provost Office.

Essential Functions

1. Directs all budget development activities for all academic units including, but not limited to, establishing budget development guidelines, setting the budget development timeline, reviewing and confirming strategic budgeting committee assignments, reviewing all aspects of all academic budgets, and overseeing the university's Mission Enhancement Fund allocations. Plays an integral role in developing the university's overall budget timeline including setting the agendas and timelines for the university's strategic budgeting committees.
 2. Responsible for the annual budget for the Office of the Provost and subordinate offices and all financial affairs including financial forecasting, planning, and monitoring; analyzes financial and budget data for efficiencies, opportunities for investment in strategic initiatives, and best practices; assists in the review of competitive requests for funding as part of a committee or for recommendations to the Provost and Vice President for Academic Affairs; develops business processes around various programmatic opportunities in the Office of the Provost (Scholarship Incentive Program, Professional Improvement Leave, as examples).
 3. Provides substantial support to the Provost & Senior Vice President for Academic Affairs regarding financial and budgetary issues, including preparing and presenting high-level briefings. Must be able to effectively communicate to various leaders across the University, including Trustees, the senior leadership team, Deans, and other unit leaders on all matters related to planning and budgeting and the implications of global and unit-level decisions.
 4. Reviews internship/preceptorship affiliation agreements across all academic programs and negotiates language for compliance with Federal (HIPAA, FERPA) and State (sovereign immunity) law, and University policy and practice (insurance, medical records, background check, etc.); signs agreements as the Provost's delegated signature authority; requests input from Risk Management and Safety, General Counsel, and contracting officers as needed. Reviews Professional Services Contracts from academic departments and offices that exceed \$10,000 to ensure compliance with federal labor laws, University policy (including handbooks), and state bid law.
 5. Oversees Human Resource activities for the Provost Office and supporting units. Provides direction, guidance, and assistance to the Provost & Senior Vice President for Academic Affairs and all academic and supporting units on issues related to Human Resources (i.e., interpretation of policies/procedures), specifically as they relate to faculty, including recruitment, hiring, onboarding, employee relations, classification and compensation, regulation, compliance, and performance management. Ensures consistency in application of policies and overall compliance.
 6. Oversees all tenure-track & non-tenure-track faculty recruitment, hiring, and evaluation.
 7. Responsible for the configuration, ongoing maintenance, implementation, and training for HR systems including recruitment plans, faculty applicant tracking, and search committee training.
 8. Engages appropriate offices to develop policies and processes around various programmatic
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opportunities (spousal accommodations, diversity and inclusion initiatives, search committee support and training, as examples). Assesses the effectiveness of faculty HR policies and programs ensuring that goals and objectives are met effectively and efficiently.

9. Supervises financial and human resources staff within the Provost Office, including daily operations and tasks.
10. Serves as a liaison to financial and human resource personnel in all academic and supporting units to provide timely and accurate responses to requests for information, meetings, trainings, and communications.
11. Serves as a liaison to Central Human Resources and Business and Finance Offices to facilitate working relationships that serve the campus efficiently and effectively to ensure solutions are consistent across campus and within departments.
12. May perform other duties as assigned by supervisor.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.



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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Busines, Accounting, Finance, Management, Administration of Higher Education, or relevant.
Experience (yrs.)	8	Experience in managing financial matters for an organization, including budgeting, forecasting, projecting and analysis of financial data. Experience must show progressively increasing levels of responsibility and accountability. Must have 2 years experience supervising full-time employees.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge and demonstration of best practices in budgeting and financial planning, knowledge of generally accepted accounting principles, knowledge of federal, state, and local legislation affecting human resources (Affordable Care Act, FLSA, IRS, etc.).

Knowledge of human resource practices and procedures.

Ability to effectively communicate to various leaders across the University, including Trustees, senior leadership, Deans, or other unit heads.

Ability to exercise discretion concerning highly sensitive and confidential information.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 10 pounds.

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Vision requirements: Ability to see information in print and/or electronically.

Date: 12/14/2021

