
Auburn University Job Description

Job Title: **Strategic Business Officer**

Grade FO16 \$114,100 - \$228,200

Job Code: **KC22**

FLSA status: Exempt

Job Family: Financial & Business Operations

Job Function: Business Administration

Job Summary

The Strategic Business Officer supports the campus's organizational planning infrastructure, drives process improvements, and ensures the efficient utilization of resources by leading the efforts to enhance operational efficiency and effectiveness of the university by championing initiatives with a university-wide impact. The focus is on optimizing processes, promoting lean practices, and fostering a culture of operational excellence.

Essential Functions

1. Leads initiatives with a university-wide impact to enhance operational efficiency and service quality. Supports organizations such as Human Resources, Financial Services & Controller, Budgets & Business Operations, Facilities Management, Administrative Effectiveness, and other units to drive increased efficiency, effectiveness, and Strategizes and executes projects, policies, and practices across the entire university
 2. Optimizes resources, streamlines processes, and improves the overall experience for campus stakeholders.
 3. Develops and maintains the organizational planning infrastructure to support various departments and units. This involves creating frameworks, methodologies, and tools to facilitate long-term and short-term planning and to ensure that plans align with the university's strategic goals and objectives. Identifies, assesses, and implements process improvements utilizing the business systems. Compares and assesses best practices by benchmarking against similar institutions.
 4. Promotes practices to enhance the campus infrastructure. Identifies areas of continuous improvement, and implements efficient processes to optimize productivity throughout the campus infrastructure.
 5. Integrates and aligns business systems with core University systems to enhance managerial capabilities, optimize efficiency, effectiveness, and workflow execution, and optimally utilize the systems within the organizations. Develops and implements necessary policies, practices, and procedures.
 6. Conducts thorough analyses of existing processes, identifies bottlenecks, and implements changes to streamline workflows. The focus is on optimizing resource allocation and reducing redundancies to achieve higher operational efficiency.
 7. Drives a culture of operational excellence throughout the university. Sets benchmarks for performance excellence, establishes key performance indicators (KPIs), and monitors progress towards achieving operational excellence goals. Fosters a mindset of continuous improvement among staff and stakeholders.
 8. Manages and leverages data to make informed decisions and enhances university-wide operations. Oversees data collection, storage, analysis, and reporting. Uses data analytics to identify trends, assess performance, and inform strategic decision-making.
 9. Leads change management efforts related to process improvements and system implementations. Develops strategies, assesses the impact of changes, and ensures a smooth transition through effective communication and training. Manages projects for infrastructure development, process enhancement, and system integration, ensuring alignment with university goals.
 10. Leads and provides oversight to the delivery of information technology services to the units and
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organizations to ensure excellent customer service in areas such as IT help desk support, general administration, hardware and software support, vendor relationships management, procurement life cycles, and management and oversight of departmental websites.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

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	Bachelor's Degree	No specific discipline. Master's degree in Business Administration, Information Systems, Information Technology, or related field is desired.
Experience (yrs.)	10	Experience in process improvement, data analysis, and/or project management. At least 5 years of experience managing and supervising employees. At least 5 years of experience managing within a university environment is desired.

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

Strong leadership and management skills to guide and motivate teams toward achieving operational excellence and organizational goals. Knowledge in implementing and integrating business processes and systems to drive process improvement and efficiency. Advanced data analysis and visualization skills, with the ability to derive actionable insights from data to inform decision-making. Advanced understanding of policies and operating procedures within a university environment, particularly in the context of business and administrative units. Ability to interpret business data, operational processes, and strategic vision, translating them into actionable plans and recommendations. Understanding of the business environment of a large university system, including a basic understanding of the university system's policies and operating procedures. Knowledge of business systems analysis methodologies and a keen awareness of current technological developments and trends in this field. Current knowledge of relevant state-of-the-art technology, equipment, and systems used in the context of business and administrative operations. Knowledge of agile methodologies, with a detailed focus on deployment and integration processes, enabling adaptability and efficiency in project management. Strong ability to analyze, organize, and prioritize work effectively, even when facing multiple deadlines, ensuring tasks are completed efficiently and on schedule.

Certification or Licensure Requirements

None required. Certified Public Accountant (CPA), Project Management Professional (PMP), and Certified Educational Facilities Professional (CEFP) is desired.

Pre-Employment Screening 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

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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 walking, sitting, talking, hearing, .

Job occasionally requires reaching, and lifting up to 10 pounds.

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

Date: 10/9/2023
