

**NC STATE**



## **Job Prospectus for Vice Provost for Budget and Business Operations**

Raleigh, NC | Spring 2024



## **Budget and Business Operations Unit**

The executive vice chancellor and provost is NC State's Chief Academic Officer and is responsible for the leadership, review and approval of all academic programs and policies and the appointment, promotion and compensation of the faculty. All NC State colleges, the Division of Academic and Student Affairs and the Graduate School report to the executive vice chancellor and provost. Other reporting units include: Office of Assessment and Accreditation, Division of Enrollment Management and Services, Office for Faculty Excellence, Office of Global Engagement, Institute for Emerging Issues, Office for Institutional Equity and Diversity, Institutional Strategy and Analysis, Office of Instructional Programs, Office of Outreach and Engagement, Office of University Interdisciplinary Programs, and NC State University Libraries.

The [Budget and Business Operations](#) unit within the [Office of the Executive Vice Chancellor and Provost](#) provides support for daily operations, financial management and personnel administration. As part of managing financial operations, the unit administers the university's academic budget in coordination with the University Budget Office. The unit includes the [Business Operations and HR Service Center](#), which supports the following units in addition to the Office of the Executive Vice Chancellor and Provost: Office of Assessment and Accreditation, Office for Faculty Excellence, Office of Global Engagement, Office for Institutional Equity for Diversity, Institutional Strategy and Analysis, Office of Outreach and Engagement, Office of Instructional Programs and the Office of University Interdisciplinary Programs.



## **The Opportunity**

NC State invites applications and nominations for the position of vice provost for Budget and Business Operations. The university seeks an experienced, innovative, detailed-oriented and collaborative leader with a high-level view of NC State's strategic priorities, the ability to understand and precisely manage large, complex budgets, and a commitment to continuous improvement of operational processes.

## **The Position**

The vice provost for Budget and Business Operations oversees all financial operations for the Office of the Executive Vice Chancellor and Provost including budget preparation, budget management, budget planning and expenditure monitoring, and budget recommendations to assure financial stability and fiscal health. Additionally, the vice provost will provide strong leadership, strategic direction and fiscal oversight for the Budget and Business Operations unit.

The vice provost reports directly to the provost and is responsible for the following:

- Serving as the chief business officer for the Office of the Executive Vice Chancellor and Provost;

- Managing and maintaining primary accountability for the Office of the Executive Vice Chancellor and Provost's funds and financial obligations, including, but not limited to: the accurate tracking of commitments and allocations; working with other provost units and the University Budget Office as appropriate to provide monthly reports to the provost on these commitments and allocations; financial planning and budgeting; expenditure monitoring and the distribution of funds from various sources such as state appropriations; foundations and endowments; gifts; auxiliary sales and services; and facilities and administrative receipts (F&A);
- Working closely with the provost and the senior vice provost for Institutional Strategy and Analysis to ensure that university resources are tied to the implementation of NC State's strategic plan;
- Providing high-level leadership and oversight to the college and unit business and HR leads on allocation requests such as start-ups, retentions and spousal hires, as well as other budget, financial and HR requests and activities representing the strategy set forth by the provost;
- Collaborating with the University Budget Office on central budget planning and initiatives to include shared budget processes such as the administration of the University Strategic Budget Initiative, analysis of all university accounts and balances, and preparations of reports;
- Working collaboratively and providing open channels of communication with counterpart positions in the Office of Finance and Administration and the Office of Research and Innovation, as well as building and maintaining relationships with other partners across campus to strategically resource universitywide initiatives;
- Co-chairing the Education Technology Fee (ETF) committee which will make recommendations on managing ETF funds, including budgeting in close coordination with the University Budget Office, and directing the allocation and annual carryforward of funds;
- Serving on committees and groups and attending meetings, as assigned, including but not limited to the Tuition Review Advisory Committee and Budget Routine Meetings; and
- Performing special projects as assigned.

## **Qualifications**

The candidate must have an advanced degree (Master's degree or higher) in Business Administration, Public Administration, Finance, Accounting or related field and at least five (5) years of experience with planning, forecasting, cost and financial analysis, budgetary management, accounting and reporting in higher education, or a relevant undergraduate degree and a minimum of seven (7) years or greater of relevant experience may be substituted for the advanced degree.

The successful candidate will possess the following qualities or experience:

- Knowledge of budget, HR and financial requirements as well as state policy;
- Demonstrated track record as an active and contributing member of a leadership team in a higher education institution;
- Previous experience working with a well-known enterprise resource planning (ERP) system;
- Demonstrated high-level organizational skills with the ability to prioritize and multitask effectively in a fast-paced, detail-oriented and time-sensitive environment; with the proven ability to anticipate the next steps needed and execute independently;
- Proven success as an ethical and strategic leader with the strong ability to work effectively and collaboratively with faculty, university administration and other constituent groups;
- Demonstrated ability to manage stressful situations with tact and diplomacy and to use sound judgment and initiative, particularly as it relates to handling sensitive and/or confidential information;
- Experience with financial/budget management systems, financial software, Google and Microsoft suites;
- Experience supervising and mentoring of staff with strong management skills and the ability to lead individuals and teams;
- A proven record of success in setting priorities and achieving specific goals; and
- Outstanding communication skills, including intercultural, interpersonal, written and verbal, along with strong presentation and listening capabilities.

Preferred skills:

- Experience with PeopleSoft Financials

## How to Apply

Inquiries and nominations are invited and may be directed to: NC State Executive Search Services: Justin Lang, at (919) 513-1963 or [jdlang2@ncsu.edu](mailto:jdlang2@ncsu.edu) or Jennibeth Brackett, at (919) 268-2861 or [vkbrack2@ncsu.edu](mailto:vkbrack2@ncsu.edu).

Confidential review of applications will begin in mid May 2024, and will continue until the position is filled. Candidates should provide a resume/CV, cover letter and the names and contact information for three (3) professional references. References will not be contacted without prior knowledge and approval of candidates. These materials may be submitted online at <https://jobs.ncsu.edu/> (position # 00044452).

## About NC State

At NC State, we create prosperity for North Carolina and the nation. We value diversity, equity, inclusion and justice. We began as a land-grant institution grounded in agriculture and engineering. Today, we're a pre-eminent research enterprise that excels across disciplines.

NC State is a powerhouse in science, technology, engineering and math. We lead in agriculture, education, textiles, business and natural resources management. We're at the forefront of teaching and research in design, the humanities and the social sciences. And we're home to one of the world's best colleges of veterinary medicine.

Our more than 38,000 undergraduate and graduate students learn by doing. They pursue original research and start new companies. They forge connections with top employers and serve communities local and global. Through it all, they enjoy an outstanding return on investment.

Whether it's [Princeton Review](#) ranking NC State among the nation's best values for universities, Money magazine naming it the No. 1 best college for your money in North Carolina, or [U.S. News & World Report](#) ranking NC State among the top 10 best values in public higher education, the university has many reasons to be proud.

Each year, NC State adds [\\$6.5 billion to the statewide economy](#), equivalent to creating more than 90,000 new jobs. That represents a significant return on investment for the citizens of North Carolina in the form of research advances, innovative technologies, successful companies, skilled graduates and new jobs waiting for them.

Our 9,000 faculty and staff are world leaders in their fields, bridging the divides between academic disciplines and training high-caliber students to meet tomorrow's challenges. Together, they forge [powerful partnerships](#) with government, industry, nonprofits and academia to remake our world for the better. We expect everyone to give of their talents, skills, time and effort to make NC State an environment of inclusive excellence for all.

## About Raleigh and North Carolina

North Carolina's rapid growth makes the state a diversity leader and top spot for young professionals and families. Raleigh reflects statewide growth as a city on the rise:

- No. 4 among the best places to live in the U.S. ([Money](#), 2022)
- One of America's top 15 best-run cities ([WalletHub](#), 2023)
- No. 5 among the best-performing economies in the U.S. ([Milken Institute](#), 2021)

With Durham and Chapel Hill, the capital city anchors the Research Triangle, a national hotspot for high-tech enterprise. The region's top companies — including IBM, Cisco Systems, SAS Institute, Biogen Idec and GlaxoSmith-Kline — rank among the country's best employers. NC State also maintains strong agricultural partnerships with Bayer, BASF and Syngenta, companies that lead the way in hiring new NC State graduates.

Celebrating its 137<sup>th</sup> year in 2024, NC State continues to make its founding purpose a reality. Every day our career-ready graduates and world-leading faculty make the fruits of learning, discovery and engagement available to people across the state, throughout the nation and around the world.





*NC State University is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, gender identity, age, sexual orientation, genetic information, status as an individual with a disability, or status as a protected veteran. Individuals with disabilities requiring disability-related accommodations in the application and interview process are welcome to contact 919-515-3148 to speak with a representative at the Office for Institutional Equity and Diversity.*