



Director, Academic Resources

Closes: Wednesday, July 24, 2019

(Job #19-38) Administrator II, Director, Academic Resources. Salary is commensurate upon qualifications and experience. This is a full-time, benefited, 12-month pay plan position in the Office of Academic Affairs. This position comes with an extensive benefits package that includes comprehensive medical, dental, and vision coverage, CalPERS retirement, Fee Waiver eligibility (reduced tuition on most CSU system classes), life insurance, and voluntary pre-tax health and dependent care reimbursement accounts. Additional benefits information can be found at <https://hraps.humboldt.edu/employee-benefits>.

Humboldt State University is a Hispanic-Serving Institution that strives to foster an inclusive and equitable community to support our students of diverse backgrounds. HSU is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality committed to working in a multicultural and multi-racial community that reflects the diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Position Summary: Under the general direction of the Provost, the Director of Academic Resources is responsible for developing multi-year budget plans for the Office of Academic Affairs (OAA) and ensuring financial sustainability for the Division. The Director represents the comprehensive resource interests of Academic Affairs at all related committees and meetings. The Director will interact extensively with all academic areas and other divisions in coordinating academic resources, including space planning, utilization, and distribution, major construction projects, and oversight of division staff personnel planning and salary administration. The Director initiates and recommends administrative policy and procedural changes for the effective management of resources. The Director integrates the goals and objectives of the division, including enrollment targets, with the distribution of resources. The Director prepares reports on the utilization of resources in terms of key performance indicators and makes recommendations for changes. The Director ensures that strategic planning processes are managed successfully to accomplish the goals and objectives of the University.

Duties:

OAA Leadership Roles

- Provide academic resource guidance, consultation, and coordination to college deans and unit administrators to promote stewardship of resources and academic programs and position the division towards financial sustainability. Academic resources include budget, personnel, infrastructure, space, and other resources within Academic Affairs.
- Provide collaborative, consultative, and directed leadership in academic resource planning and allocation for the division, with full consideration of impacts on the student academic experience and faculty scholarship
- Participate in the collaborative development of institutional enrollment targets in consultation with the College Deans, the Associate Vice President of Enrollment Management, the Associate Vice President of Institutional Effectiveness, the Director of the University Budget Office, the Vice Provost, and the Provost.
- Provide leadership and guidance to division analysts in the coordination and execution of annual processes related to financial resources, including base budget review, budget allocation, mid-year budget review, projections, and planning for year-end close.
- Work directly and collaboratively with university administrators, faculty, staff, and student groups, and represent the resource needs and interest of Academic Affairs at all related committees and meetings.

OAA Strategic Fiscal Planning & Budget Oversight

- In collaboration with the OAA Leadership, actively engage in refining resource costing and allocation procedures, tracking methods, and reporting on the use of resources including performance measures for evaluating effective and efficient utilization of finances and resources.
- Develop, maintain, promote, teach, and engage in strategic budgeting practices across the division, maintaining alignment with the basic principles of these concepts:
 - Strategic investment in institutional assets and resources
 - Efficient and effective use of assets and resources are for the purposes and mission of the State of California and university
 - Alignment of the budget to the strategic priorities
 - Improvement of student learning and success
 - Implementation of evidence-based budgeting linked to assessment and accountability

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- With the use of strategic budgeting practices, pro-actively manage changes in funding and work with the Provost to address them through developed budget plans. Identify and consult on strategies to maintain operations within budgeted limits and/or addressing funding shortfalls for the division.
- Work with the Provost to develop and execute comprehensive, strategic short- and long-term fiscal plans that encompass general funds, mandatory student fees, fees for services, and other resources.
- In collaboration with the Provost and OAA Leadership, lead the annual budget planning process in Academic Affairs, developing budgets that reflect strategic and operational priorities and programmatic goals and values.
- Maintain in-depth knowledge of the division's baseline, one-time, and strategic resource needs through the evaluation of goals, values, strategic initiatives, action plans and other data produced by MBU and Department leadership, and providing guidance as to how these may integrate into the strategic budgeting process for the division.
- Administer the annual budget allocation process for units within the Division of Academic Affairs, following established University processes such as the IAPB. This includes refining methodologies to reflect lessons learned, supporting iterative discussions with various stakeholder groups, and providing budget summary updates to Provost and OAA Leadership Team.
- Review existing financial and resource processes, procedures and workflows for redundancies and inefficiencies; work with stakeholders (analysts, accounting, procurement, etc.) to identify and establish process improvements.
- Represent the division during audits and reviews. Respond to requests for clarification, gather input, coordinate responses, and ensure completion of required actions including development, documentation, and implementation of new guidelines and policies.
- Work directly and collaboratively with the University Budget Office to maintain consistent business operation and function and participate in the development and maintenance of a university budget and resource allocation model.

Space Planning, Utilization, and Distribution

- Advise the Provost on space planning, utilization, and distribution, including involvement in major construction projects. Serve as the Provost's representative on the University Space Facilities Advisory Committee (USFAC).
- Working closely with divisional leadership, direct analysis, negotiations and use of division space. Meet with key constituents to manage facility improvement project discussions, planning, funding, and execution.
- Review academic space utilization and recommends adjustments, develop and implement facilities resource allocation methodologies within the division.
- In collaboration with the Office of the Registrar and Vice Provost, participate in the creation of course scheduling policies and procedures that maximize space utilization and minimize scheduling conflicts for students.
- Evaluate and recommend changes to space and facilities policies and procedures based on data analyses, institutional, division, college and department priorities.
- Integrate academic space planning and scheduling activities with institutional priorities and distribution of resources.
- Act as a liaison with the Division of Administrative Affairs in major and minor capital outlay planning process for the division, including academic space construction and renovation planning.

Personnel Operations & Planning

- Manage the Academic Affairs salary administration process, working with Academic Personnel Services, HR, and payroll. This includes approving salaries for new hires, transfers, other pay changes in the staff compensation system, and identifying areas of concern while following administrative pay guidelines.
- Act as the Provost's approval designee for personnel forms (position authorization documents, IRP, reclassifications, etc.) in a manner consistent with University policy. Seek input from the Provost on such documents when appropriate.
- Consult on, evaluate, and approve travel authorizations, travel voucher, and expense reimbursements for those who report to the Provost.
- Advise on position management strategies & scenarios.



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- Coordinate the development of consistent business processes related to divisional budget and personnel within the division. Examples of duties include:
 - Consult with college/unit fiscal officers on their respective fund planning, reporting, and use.
 - Establish and oversee processes and procedures for reconciling expenses and budget tracking/projecting.
 - Identify and address opportunities for improved efficiencies and elimination of redundancies in processes and procedures; apply technical solutions where appropriate.

Minimum Qualifications:

- Bachelor's Degree or an equivalent combination of education and experience that has provided the applicant with the knowledge, skills, and abilities required to perform the duties of the position
- Five years of progressively responsible experience in fiscal and resource management in higher education

Critical Success Factors:

- Ability to define problems, collect data, establish facts, draw valid conclusions, and interpret an extensive variety of technical instructions in varying forms with multiple abstract and concrete variables
- Ability to make effective presentations and respond to questions from groups
- Ability to perform complex analyses that involve interrelated data
- Ability to formulate projection models that incorporate major university metrics
- Ability to work and communicate effectively with a broad range of senior managers and colleagues across the university from diverse backgrounds
- Capable of succeeding in an environment characterized by high ambiguity, deadline-driven tasks, continuously changing external parameters, and unanticipated requests and assignments
- Clear understanding of strategic planning, academic planning, and fiscal administration including intricacies of relationships between full-time equivalent students (FTES), full-time equivalent faculty (FTEF), student/faculty ratios (SFR) and academic budget allocations
- Demonstrated commitment to the principles of diversity, equity, and inclusion
- Knowledge gained from experience in developing, monitoring, and managing academic resources (budget, personnel, infrastructure, space) for multiple units simultaneously
- Management principles, practice and procedures knowledge
- Strong computer skills, especially in complex spreadsheet analysis and development of clear analyses, written reports, and documentation for use in decision making

Preferred Qualifications:

- Master's Degree or Doctorate
- Bachelor's Degree in Business Administration or related field
- Supervisory experience
- Experience in office workspace planning
- Experience in enrollment forecasting

Application Procedure: To apply, qualified candidates must electronically submit the following materials via Interfolio (link below):

- Letter of Interest
- Resume or Curriculum Vitae
- Contact information for at least three professional references
- HSU Employment History Form (HSU Employment History Form: <https://forms.humboldt.edu/employment-history-form>)

CLICK HERE TO APPLY NOW: <http://apply.interfolio.com/64662>

(NOTE: Download the HSU Employment History Form and save it as a PDF file prior to filling it out. If the form is filled out on line (accessed via a web browser), content WILL NOT be saved).

Application Deadline: The deadline to submit application materials is 11:59 p.m. on Wednesday, July 24, 2019. To be notified in the event this recruitment re-opens for a subsequent review of applications, send an email to careers@humboldt.edu that includes the job number (19-38) and applicant's last name in the subject line of the message.

Humboldt State University sits on the traditional homelands of the Wiyot people in what is currently called Arcata, CA. The Wiyot people call the area Goudi'ni (over in the woods). HSU was the first campus in the California State University system to offer a stand-alone major in Native American Studies.

HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education—or activities only part of which are qualifying—will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.

Class Code: 3312

Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be appointed to a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the application status of applicants or the continued employment of current CSU employees who apply for the position. HSU employees who have achieved permanency in their current classification or who are in a probationary status in a permanent position will lose this permanent / probationary status if they accept an appointment to a temporary position in any classification.

Publication Date: June 24, 2019

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.

Compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and CSU Executive Order 1083 Revised July 21, 2017 (EO 1083) is a condition of employment. CSU employees in positions with duties that involve regular contact with children or positions which supervise such employees are designated as Mandated Reporters under CANRA and are required to comply with the requirements set forth in EO 1083. Upon appointment to this position, the successful candidate(s) will be notified of and required to acknowledge their CANRA reporting status.

Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.



Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 8,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.