VACANCY ANNOUNCEMENT

Position Title: Director, Office of Budgets & Institutional Analysis (OBIA)  Position No.  82020

Qualifications and Experience: The university is seeking a strong leader to develop a unique decision-support unit. The ideal candidate will be personally experienced in complex data analysis and reporting, but more importantly, be able to leverage staff skills and communicate effectively with a wide range of campus personnel in providing information that supports good decision-making at all levels of the university.

• Bachelors degree in business, statistics, economics or related field
• Preferred -- masters degree in business, public administration, higher education, statistics or related field
• Five years experience in budgeting, analysis or finance, preferably in higher education
• Three years supervision of professional staff with evidence of strong leadership and personnel development
• Strong applied technology skills (e.g., Excel, Access, statistical analysis software)
• Ability to communicate complex information clearly in written and oral format to a variety of audiences

Position Description: UNC is creating a management services unit to coordinate academic and financial data for planning, budgeting, and reporting. The current institutional research and budget offices will be merged to create the new Office of Budgets and Institutional Analysis (OBIA). This position will provide leadership to the unit in serving the information needs of the colleges and administration as well as meeting external reporting requirements. This director position has responsibility for a staff of seven and reports to the Assistant Vice President-Finance.

Essential Position Functions:
• Supervise budget analysts, statistical analysts and other OBIA staff. Coordinate all office functions and ensure high levels of customer service to students, external agencies, faculty, staff and administrators.
• Lead the OBIA in developing reports and disseminating information to the University community for program evaluation, planning and decision-making.
• Design and execute complex financial and data analyses.
• Direct and coordinate the development and implementation of all institutional operating budgets ($117 million).
• Ensure timely and accurate submission of external reports, surveys, and questionnaires (e.g., CCHE including SURDS, IPEDS, US News & World Report, Peterson’s, ACT, Council of Graduate Schools, CUPA, AAUP, etc.)
• Represent UNC to the Colorado Commission on Higher Education (CCHE) and CCHE advisory committees for data collection and analysis; budget allocation and reporting; as well as related policy formulation and implementation.

Salary and Benefits: Commensurate with qualifications and experience. Benefits include health, life, and dental insurance as well as a selection of several defined contribution retirement programs.

Starting Date: As soon as possible.

Contact and Application Deadline: The review of applications will begin on September 19, 2005, and continue until the position is filled. Qualified candidates should submit letter of application, resume, and three current references to:

Grace Brotherton  Telephone:  970 351-2124
OBIA Search Committee  Fax:  970 351-1142
University of Northern Colorado  E-Mail: grace.brotherton@unco.edu
Financial Services, Campus Box 44
501 20th Street
Greeley, CO 80639
Federal regulations require that all documents submitted by applicants be retained by the University for a period of one year after candidate selection has occurred. Materials submitted with the original application package will not be returned or copied for applicants.

The University of Northern Colorado is an AAEO employer and is committed to fostering diversity in its student body, faculty, and staff. Individuals who contribute to such diversity are strongly encouraged to apply.