Job Posting

Job Title: Associate Vice President for Academic Resources (Admin IV)
Job ID: 104362
Location: Sonoma State University (Rohnert Park, CA)
Full/Part Time: Full-Time
Regular/Temporary: Regular

Department Name
Office of the Provost and Vice President of Academic Affairs

Salary and Benefits
The salary for this position will depend on qualifications and experience.

This position is eligible for a broad range of benefits, including medical, dental, vision, life and disability insurances, retirement (CalPERS), tuition waiver, vacation and sick leave. In addition, 14 paid holidays are offered each year; 13 scheduled on specific days and a Personal Holiday that may be taken any time during the year.

A comprehensive benefits summary for this position is available online by clicking here or by request from SSU Human Resources.

Application Deadline
First review of applications will be at 8 am on Monday, May 1, 2017. Applications received on or after the first review date may not be considered.

Conditions of Employment
This position is a member of the Management Personnel Plan and serves at the pleasure of the President.

Responsibilities
Reporting to the Provost and Executive Vice President for Academic Affairs, the Associate Vice President for Academic Resources is responsible for fiscal and physical resources related to Academic Affairs, including but not limited to budget planning and administration, enrollment planning and coordination, classroom utilization and maintenance, and special projects as assigned by the Provost.

The incumbent provides collegial leadership supporting the Provost, the Provost’s Management Team, the Deans Council, and the Division of Student Affairs and works with members of the Cabinet in projecting fiscal matters, enrollment management, classroom utilization, institutional research and analytics, and coordination with technology services. The incumbent facilitates the formulation and administration of Academic Affairs policies and procedures governing finances, physical resources including office and classroom space and educational equipment and provides leadership and general oversight to various functions and activities as designated by the Provost. The AVP for Academic Resources provides counsel and advice to the Provost and members of the Provost’s Team on fiscal and resource planning, institutional trends, and enrollment management. The AVP for Academic Resources will work with and oversee fiscal planning with each School, as well as be accountable for accurate and timely reporting to the Provost, the University Budget Office, and the California State University. In addition, the AVP for Academic Resources will supervise employees in the Budget Office, the Director of Reporting and Analytics, Grants and Contracts, and managers in other areas as assigned.

Major duties of the position include, but are not limited to, the following:
- Develop plans for all fiscal planning and allocations within Academic Affairs with the Provost and coordinate the effective administration of those plans
- Work with the members of the Cabinet to develop plans to review and, if necessary, address salary inequity within Academic Affairs
- Work with Provost and Cabinet to identify funding sources for University and Academic Affairs initiatives
- Work closely with deans and department chairs in matters related to fiscal and physical resources
- Work collegially with Faculty Affairs and faculty governance committees on faculty policy and planning issues
- Work closely with Reporting and Analytics, the Office of Scheduling, and Student Affairs to improve and strengthen degree audit systems and contribute to increasing the Graduation rate at Sonoma State
- Supervise all budgetary procedures and processes related to compensation, classroom maintenance, and technological support
- Coordinate annual enrollment planning processes and annual classroom refresh processes, as well as working to guarantee effective classroom services and faculty support for technology in coordination with Information Technology, Faculty Affairs, and the Faculty Center
- Conduct statewide reviews of demographic and recruitment trends and their fiscal implications for the university and work with the Cabinet to use that information to guide enrollment management and student recruitment
- Work with the AVP for Academic Programs to review demand for academic programs and support new program development to meet demand as appropriate to the university mission
- Provide leadership in reviewing, updating and managing policies and procedures related to Academic Affairs in collaboration with Faculty Affairs, Academic Programs, and faculty governance structures
- Work closely with the University Budget Officer on fiscal matters
- Serve as a resource to the Provost and provide fiscal guidance related to all expenditures and revenues within the Division of Academic Affairs, including but not limited to expenditures for new faculty hires, maintenance of appropriate levels in the Lecturer Pool, and prospective sponsorship for various events and projects generated by the Schools and Provost
- Represent the campus in all fiscal and resource matters related to Academics, serving as the campus' liaison to the CSU Chancellor's Office and General Council when appropriate
- Represent Academic Affairs in various faculty governance committees including but not limited to Faculty Senate Subcommittees, the enrollment management team, and other committees as assigned by the Provost
- Oversee budgets for Academic Affairs, including Indirect Cost Distribution from grants and contracts to the Schools
- Work with Departments and Schools to identify and manage support for on-going faculty development in academic technology, curriculum improvement, and faculty-student research opportunities
- Work closely with Deans, Departments, Information Technology, University Scheduling and Faculty Governance to assess the use of instructional space, and to implement programs to improve the utilization of instructional space

The incumbent will perform other secondary duties as assigned.

Duties will primarily take place in an office setting located in Stevenson Hall, however additional duties may be performed in various locations on the Sonoma State University campus, including working both indoors and outdoors in periods of inclement weather. As an exempt employee there will be some flexibility in the successful candidate’s daily schedule, however, availability during the regular campus hours Monday through Friday to meet the operational needs of the campus and department is required. The specific start time is determined by the Appropriate Administrator. Evening and weekend hours may be required and will be specified only when appropriate. The incumbent must maintain regular and acceptable attendance at such levels as is determined by the Appropriate Administrator. This position will require occasional travel, by automobile or airplane, and overnight stay to travel to trainings and meetings off campus.

Qualifications
This position requires an earned doctoral degree from an accredited university, or a combination of education and experience to provide the knowledge, skills, and abilities to perform the duties of this
position. Prior leadership experience is required as well as a minimum of four years of progressively responsible management and/or leadership experience. Leadership experience in higher education, especially in Academic and/or Student Affairs, with experience in fiscal planning, information systems, and institutional analysis preferred. Experience in the broad spectrum of activities that relate to academic resources and fiscal processes; knowledge and experience in the areas of fiscal planning and institutional development for academic initiatives; and an understanding of the interconnectedness of departments and divisions across the university is essential. Additionally, this position requires the ability to manage people and projects effectively. It requires the ability to oversee a significant university program both in day-to-day operations as well as in long range, strategic planning and people management. Excellent working knowledge of the legal, regulatory, and administrative issues that exist in a higher education setting is required, including issues related to compliance. Incumbent must be able to lead a team with integrity and vision, communicating effectively with individuals at all levels within the organization as well as external groups and individuals, in order to meet established goals. All leaders within the University are expected to serve as an effective member of the management team; balance the responsibilities of division/department stewardship with overall university goals and objectives; celebrate campus collegiality and community; and set a good example for others, consistently demonstrating integrity and professionalism in all work activities as well as embracing the university’s values and guiding principles. Incumbent must possess advanced computer skills and be proficient in Microsoft Office, Peoplesoft experience is desired but not required. Excellent oral, written and presentation skills are required as well as the ability to compile information from many sources and prepare actionable communications that demonstrate sound judgment, thorough analysis, sensitivity to diverse audiences, and commitment to the university’s and the division’s goals and objectives.

Qualification Note
Evidence of degree(s) or certificate(s) and/or license(s) required at time of hire.

Application Process
Click the "Apply Now" to apply to this position. Materials submitted with your application will not be returned. The ADA Coordinator is available, at 707/664-2664, to assist individuals with disabilities in need of accommodation during the hiring process.

Qualified candidates must submit the following to be considered:
1. Cover Letter (attach as first page of resume)
2. Resume
3. Online Employment Application (complete entire application, resume/cover letter will not substitute for any part of the application)

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current employees who apply for this position.

Other Information
Equal Employment Opportunity: The University is an 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, or protected veteran status.

Mandated Reporting: This position may be considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Conflict of Interest
The duties of this position may include participation in decisions that may have a material financial benefit to the incumbent. Therefore, the selected candidate may be required to file Conflict of Interest Form 700:
Statement of Economic Interest on an annual basis, complete ethics training within 6 months of appointment, and attend this training every other year thereafter.

**About Sonoma State University**
Sonoma State University, located 48 miles north of San Francisco, is one of the 23 campuses of the California State University. Sonoma State University is a liberal arts institution with an enrollment of approximately 10,000 students and 530 full-time and part-time faculty. Our beautiful campus is located in Rohnert Park, at the foot of the Sonoma hills in the Wine Country.

Sonoma State University is proud to be a smoke-free campus, where smoking and other uses of tobacco products, such as smokeless tobacco, the use of e-cigarettes and similar devices, are prohibited.

Sonoma State University’s Jeanne Clery Act Annual Security Report is available at [http://www.sonoma.edu/ps/about/jeanneclery.html](http://www.sonoma.edu/ps/about/jeanneclery.html); Annual Campus Housing Fire Safety Report is available at [http://www.sonoma.edu/housing/general-info/emergency-prep/fire-safety.html](http://www.sonoma.edu/housing/general-info/emergency-prep/fire-safety.html).

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