



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Manager Academic and Faculty Initiatives
POSITION NO.	50235
LOCATION	Warwick
REPORTS TO	Vice President of Academic Affairs
GRADE/CBA #	BOE13
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISION	May supervise and review the work of employees, Interns, students assigned to assist on special projects
LIMITATION (if applicable)	N/A
REVISION DATE	March 2023

JOB SUMMARY:

Oversee the business functions of the Vice President for Academic Affairs. Control and monitor the budgets for the Vice President for Academic Affairs. Research, develop, evaluate, and formulate modifications and improvements to budgeting policies and financial procedures. Analyze trends and formulate projections for various budget components. Research, develop, evaluate, and formulate draft communications on policies and processes from the Vice President for Academic Affairs. Provide support for time sensitive requests from Deans and Department Chairs that report up to the Vice President of Academic Affairs. Independently evaluate and review complex information and prepare comprehensive analyses, and reports relating to activities for the Vice President's Office.

DUTIES AND RESPONSIBILITIES:

- Analyze historical trends and formulate projections for various budget components and units.
- Develop surveys and benchmark analyses for Academic Departments for non-academic matters.
- Provide short- and long-term forecasting projections to management, identifying major areas of concern and making recommendations to alleviate potential issues.
- Develop and implement academic process, workflow, or system improvements to enhance institutional effectiveness.
- Oversee budget planning and administration including projection analyses and quarterly forecast for revenue expenditures.
- Work with the Vice President for Academic Affairs and the Budget Office to develop a fiscally sustainable budget model.
- Leads the development and implementation of academic and operational metrics and progress-tracking tools.
- Create data standards across all Academic Division departments to enable accurate reporting.
- Reconcile Academic Affairs budgets and accounts with the College's financial records and compare actual revenues and expenditures against approved budgets on a quarterly basis.
- Research, develop, and evaluate complex issues requiring the preparation of reports with findings and recommendations relating to budgeting policies and procedures.
- Provide support in the initiation, preparation, and issuance of policies, practices, and procedures related to all budgeting matters for the Vice President for Academic Affairs.
- Develop and implement new reporting protocols and analytical tools related to the units reporting to the Vice President for Academic Affairs.
- Independently revise and introduce new analytical methodologies, concepts, and perspectives.
- Overhaul internal analysis techniques and automate and streamline analytical processes and financial procedures.
- Develop recommendations for new or improved procedures.
- Lead the planning, organizing and reporting on various academic processes and activities of each budget cycle and management of those budgets throughout the fiscal year.
- Provide analytical support for special projects to the Vice President for Academic Affairs.

- Develop and implement analytical approaches to decision making for critical budget proposals for the Vice President for Academic Affairs and the Vice President for Faculty Initiatives level.
- Assemble information and present effectively to assist in decision making.
- Analyze and prepare information for the Vice President.
- Serve as liaison, resource, and adviser to the groups that report to the Vice President, AA regarding financial data and proper budget procedures and practices and resolve related problems as required.
- Assist with the management of professional development for faculty and staff.
- Represent Academic Affairs on college-wide committees.
- Collaborate with the CCRI Budget Office to develop annual budget recommendations for unrestricted and restricted budgets for the groups that report to the Vice President for Academic Affairs at the department/unit/program level, based on complex financial analysis of financial, personnel, and grant data.
- Supervise budget execution, including review and approval of budget modifications and post audit of department expenditures.
- Ensure adherence to established State, College, and other governing agencies' policies and procedures.
- Prepare program cost analyses with recommendations to the Vice President for final decision making.
- Compile, maintain, review, and revise annual reports for Vice President for Academic Affairs.
- Maintain a high level of understanding of current development in the assigned areas of responsibility and anticipate future needs. Maintain a high level of understanding of financial, accounting, and compliance policies and practices as they relate to budget, revenue, expense, and non-budgeted accounting activity for all assigned areas.

LICENSES, TOOLS, AND EQUIPMENT:

Personal computer hardware and software, as well as peripherals.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree
- Minimum of three years of professional experience in analyzing and tracking data for the Vice President's Budget
- Demonstrated working knowledge of financial, human resources, and grant modules of enterprise resource planning systems (e.g. VV PeopleAdmin, Banner)
- Demonstrated experience in working with and presenting results of complex research or analysis to management
- Demonstrated experience with troubleshooting and resolution of issues
- Demonstrated ability to organize and coordinate complex tasks
- Demonstrated ability to manage multiple priorities and deadlines
- Demonstrated ability to interpret institutional policies, plans, objectives, rules, and regulations and to communicate the interpretation of others
- Demonstrated strong interpersonal and verbal communication skills
- Demonstrated proficiency in written communication skills
- Demonstrated ability to work with diverse groups/populations

PREFERRED QUALIFICATIONS:

- Master's degree in Business Administration
- Demonstrated working knowledge of budget and financial forecasting methods
- Demonstrated experience working in an institution of higher education in a financial and/or Academic office

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.