

# University of Wyoming



**Executive Director for Budgeting and Planning  
Academic Affairs  
April 2017**



UNIVERSITY  
OF WYOMING





## THE INSTITUTION

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Nestled amid the beauty of two mountain ranges in southeastern Wyoming, you will find the nationally recognized major teaching and research institution, **University of Wyoming (UW)**. Established as a land-grant institution in 1886 when Wyoming was still a territory, UW has since grown to offer 200 areas of study, drawing 13,500 from all 50 states and 90 countries. It is known for its accomplished faculty and world-class facilities, its small student/faculty ratio and quality undergraduate and graduate programs within its colleges of Arts & Sciences, Agriculture & Natural Resources, Business, Education, Engineering & Applied Science, Health Sciences, Law and the School of Energy Resources.

Throughout its existence, UW has been the only four year university in the state of Wyoming, though it maintains close relationships with the state's seven community colleges. UW's global impact begins with innovative undergraduate and graduate research opportunities and extends through state and federal partnerships and recent initiatives such as the School of Energy Resources and the NCAR-Wyoming Supercomputing Center. UW has played important roles in the lives of students, Wyoming residents and communities for 131 years. You can see why UW is setting the gold standard!

- UW was ranked among the nation's top colleges and universities by *US News & World Report*, *Forbes*, and *Princeton Review* in 2010.
- UW has the largest single scholarship endowment for study abroad support in the U.S.
- UW's Honors Program has been named as one of the best among public universities.
- *Outside Magazine* has recognized UW as one of the top "adventure colleges."

To learn more: <http://www.uwyo.edu>

**Location:** Located in Laramie, Wyoming, a town of more than 30,800 with a unique blend of sophistication and western hospitality, UW not only provides an environment for success but also offers varied academic and lifestyle opportunities including year-round cultural and recreational activities.



## THE OPPORTUNITY

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Under the dynamic leadership of a new President and a new Provost, and after months of strategic planning efforts, the University of Wyoming has begun a new university-wide endeavor to re-envision its approach to resource allocation, planning, and management that will align with its core missions of discovery, teaching, and service. **The newly created position of Executive Director for Budgeting and Planning will be an integral member of the Provost's leadership team and will lead the development and management of the Division of Academic Affairs' nearly \$240M annual non-sponsored research operating budget.** In addition to helping the University transition to a data-informed, decentralized budget model, this position will be responsible for providing guidance and disseminating information to academic colleges and units regarding policy, procedures and rules relating to budgetary, financial, accounting, and operational issues.

### Essential Responsibilities:

- Provide oversight and leadership of annual budget preparation and implementation by colleges and academic units that report to the Office of Academic Affairs.
- Coordinate the preparation and administration of annual operating budgets, forecasts and multi-year projections for the Office of Academic Affairs. Provide rollup and review of all academic colleges and units.
- Foster a productive and effective working relationship with Associate Vice President of Human Resources, Associate Vice President of Budget, and business staff across all divisions of the university.
- Provide advice and training on academic budgetary matters related to academic personnel, university strategic priorities and initiatives, and university wide processes.
- Assist with the successful implementation of WyoCloud, the university's new cloud-based solution which will utilize the Oracle Fusion Cloud systems of Enterprise Resource Planning, Human Capital Management, Grants Management, Budgeting & Planning, Supply Chain Management, and Reporting & Analytics.
- Direct the business operations of the Office of Academic Affairs, including the supervision of all accounting support services for the Office.
- Oversee the daily accounting and providing information for personnel processing for Academic Affairs.

### Required Qualifications:

- Bachelor's degree required; Master's degree in business, higher education or public administration preferred.
- Five years or more of related experience required in an institution of higher education or similar complex organization, including managerial/supervisory experience.
- Ability to promote cultural change and foster an environment of continuous improvement (a self-motivated, collaborative, team-player).
- Ability to build knowledge of business processes and approaches and drive understanding among stakeholders.
- Ability to manage conflicting demands, to organize priorities, and to make informed judgments.
- Strong analytical, quantitative, and problem solving skills.
- Ability to analyze procedures, processes, and team oriented tasks to reduce redundancy and build efficiency.

- Excellent verbal and written communications skills.
- Strong interpersonal skills, the ability to raise difficult issues with leadership, and the ability to handle confidential information with exceptional judgment and discretion.
- Ability to work with staff at all levels of the university.
- Ability to motivate staff and foster collaboration across diverse groups of constituents.
- Ability to provide a foundation for successful, high-integrity relationships.

#### Why consider the opportunity?

- **Resources.** UW is a well-resourced institution with state of the art facilities and a beautiful, well-maintained campus.
- **Influence.** This Executive Director role will be highly impactful on the future of the university.
- **Environment.** Warm, collegial, supportive people and work environment.
- **Leadership.** Dr. Laurie Nichols joined UW as President in May 2016. The university community is very excited about her vision for the institution. Dr. Kate Miller joined Dr. Nichols' team as Provost and Vice President for Academic Affairs in August 2016, and has brought an entrepreneurial approach to student success to the institution.
- **Location.** Laramie is a great place to live and work. Laramie boasts a low cost of living, low property taxes and no personal state income tax. The area offers incredible outdoor recreational opportunities, an eclectic downtown area and a great public school system.
- **Compensation:** Competitive salary and solid benefits package including a retirement benefit that features a state contribution of 14.565% of an employee's gross salary.

## PROCEDURE FOR CANDIDACY

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The University of Wyoming, in consultation with Summit Search Solutions, will review application materials as they are received. While applications and nominations will be accepted until the position is filled, interested parties are encouraged to apply by **May 31, 2017**.

To apply online, go to <http://highereddecisions.com/sss> and select this vacancy. Please submit a PDF version of your curriculum vitae and letter of interest upon application. All applications and nominations will be held in confidence.

#### For nominations or further information:

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*The University of Wyoming is an Equal Employment Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status or any other characteristic protected by law and University policy. Please see: <http://www.uwyo.edu/diversity/fairness>*



[Summit Search Solutions, Inc.](#) is a boutique executive search firm with a team of experienced recruiting consultants in strategic locations across the country including Colorado, California, New York, and North Carolina. Summit brings precision, process, and passion to its work.





## LARAMIE, WYOMING

Living in Laramie, WY can be like being on a year-round vacation - whether you're looking for great food, historic walking tours or outdoor adventure. The name "Laramie, Wyoming" conjures up visions of the Old West like few others can, with cattle drives, a historic downtown, prairie and mountain vistas, rodeos, guest ranches and more. Laramie is filled with hospitality, entertainment and excitement while providing a neighborly atmosphere and warm small town feel with a multitude of amenities and entertainment.

### *Interesting Facts:*

- Also known as the "Gem City of the Plains", Laramie is located in the Southeastern part of Wyoming approximately 45 miles from the state capital, Cheyenne, and 130 miles from Denver, Colorado and is the county seat of Albany County.
- Laramie sits at 7,200 feet above sea level in the plains surrounded by the Medicine Bow National Forest, Vedauwoo, and the Snowy Mountain Range.
- Laramie has a 6% sales tax, but does not have corporate state income tax, personal state income tax, state inheritance tax, or manufacturing tax or equipment sales tax. It also has low property tax, worker's compensation rates, and operating costs.
- The unemployment rate in Laramie is 2.50 percent (U.S. avg. is 6.30%).
- Laramie offers a variety of outdoor adventures with over 250 days of sunshine.
- The quality of life and amenities Laramie has to offer brings several types of industries to Laramie including cattle ranches, technology companies, and academia.



Less than 20 minutes East of Laramie, the Vedauwoo Recreation Area boasts some of the best rock-climbing in the country. You can photograph abundant wild-life, dramatic alpine scenes and jumbled rock formations. And with over a hundred mountain biking trails, the area around Laramie is a paradise for exploration on two wheels. If you prefer the solitude of an alpine lake, or a simple walk close to town, the hiking trails around Laramie offer something for everyone. Families will find fun and exploration close to town, while backpackers can spend a week in the high country of the Medicine Bow Mountains. And in the winter, as a snow enthusiast, you can escape the crowds by exploring the forested glens and rolling meadows of the Snowy Range from the back of a snowmobile or downhill skiing. Laramie is Wyoming's favorite playground!

***For more information on Laramie, WY please visit:***

- Visit Laramie, <http://visitolaramie.org/>
- Laramie Chamber Business Alliance, <http://laramie.org/>
- Live the West in Laramie, WY, <https://youtu.be/g48PeRSjBuY>