

Illinois State University Position

The Position form is used to record the duties, responsibilities, qualifications sought and fiscal impact of classified and nonclassified positions. This information is the basis for determining the title, salary rate, and Fair Labor Standards Act exemption status for positions. To achieve these purposes, it is essential that detailed and exact information pertaining to current duties, responsibilities, and qualifications be accurately recorded on this form.

Position Title	
Job Class Number	215600
Classification Title:	Associate Vice President, Academic Fiscal Management
Position Information	
ISU Position number: Format: xxxxx For information on new position numbers, contact the Budget Office at 438-2143.	20008294
Percent Appointment: 1-100	100
Required Qualifications:	<ol style="list-style-type: none"> 1. Doctorate degree 2. Currently a tenured member of the Illinois State University faculty at the associate or full professor rank 3. Oversight of multiple general revenue, agency and/or foundation accounts 4. If this position is Security Sensitive or if you are subject to a criminal background investigation based on University policy, employment is contingent upon you passing a satisfactory criminal background investigation. You may not begin work until the criminal background investigation results have been received and cleared by Human Resources.
Preferred Qualifications:	<ol style="list-style-type: none"> 1. Supervisory experience 2. Three years of administrative experience at the managerial level as fiscal agent. 3. Experience working on projects related to planning or maintaining facilities
Required Licenses/Certifications/Degrees:	Doctorate degree
First Level Supervisor:	Vice President for Academic Affairs and Provost
Department	Vice President & Provost - 04030000
General Summary: Additional Information	Under the guidance of the Provost, serves as fiscal agent for Provost Office and the Division of Academic Affairs and provides general oversight and accountability of budgets and budget priorities for general revenue, agency, and foundation accounts. Prepares comprehensive reports and budget plans for the Provost. Provides data-based, fiscal analysis for the Provost's strategic allocation of resources. Oversees all operations related to contract and full cost recovery courses. Provides oversight and coordination related to academic facilities and serves as the representative of Academic Affairs on facility-related committees and meetings.
Organizational Relationships: Additional Information	Reports to the Provost. One of eight Administrative Professional staff and seven Deans supervised by the Provost.
Supervisory Responsibilities: Additional Information	This position supervises three Civil Service employees.

Work Environment/Dynamics:
[Additional Information](#)

The Associate Vice President for Academic Fiscal Management must possess the ability to work well with his/her colleagues as well as the ability to move easily from one task to another. S/he must be capable of making independent judgments. S/he has daily contact with provost staff, college deans, department chairpersons and school directors, faculty, and staff. This position also has regular interaction with his/her counterparts in the Divisions of Finance and Planning, Student Affairs, and Advancement. Often, contact with the AVP-Academic Fiscal Management is an individual's main contact with the Provost Office - therefore this position must reflect collegiality, competence and professionalism. Failure to follow procedures in a timely manner has serious consequences. Errors in data analysis can result in decision making by the Provost based on faulty information. Improper accounting/budgeting can result in negative budget balances or money lapses at fiscal year-end or prevent the employment of faculty and staff.

Job Duties

Percent of Duty Total: **100**

9 Records

Percent of total time:	Description of job responsibility/duty:	Essential/Marginal:
50	<p>Provides data-based, fiscal analysis for the Provost's strategic allocation of resources. Provides appropriate fiscal analyses to the Provost, Deans, and Provost Staff, and other constituencies regarding allocations of fiscal resources within the Provost's area, including:</p> <ul style="list-style-type: none"> --Provost Enhancements through the Budget and Planning Process --General Education funding --Tuition Waivers --Talent Grant & Aid --Summer and Winter Session budget allocations --Instructional Capacity personnel allocations --Recruitment funds to support the hiring of T/TT faculty <p>Provides projections and analysis for the Provost's strategic allocation of tenure-track faculty lines from the Academic Impact Fund; provides appropriate communication with the Provost, Deans, staff, and other constituencies regarding AIF and fiscal projections and allocations. Manages all aspects of the Strategic Budgeted Carryover process and the Annual Reports and Planning Documents. Coordinates salary increase process within Academic Affairs, including any mid-year salary enhancements, out-of-cycle raises, and raises for promotions and distinguished and University professors. Works with other units such as the Comptroller, Payroll, Personnel and the like in conjunction with all hiring and operating budget matters.</p>	Essential
25	<p>Oversees planning, construction and management of academic facilities. Serves as the Provost representative on facility-related committees and meetings. Plans, projects and coordinates funding of fiscal needs for facility projects within Academic Affairs</p>	Essential
10	Oversees all operations related to contract and full cost recovery courses.	Essential
5	Represents the Provost on committees as assigned.	Essential
5	Serves as coordinator of the Provost Office support staff.	Essential
5	Provides leadership and coordination of various fiscal compliance activities, communications, and auditor requests.	Essential
0	Performs other duties as assigned.	Essential
0	Regular attendance is both an expectation and requirement for this position	Essential

Mandatory Physical Requirements

Mandatory Physical Requirements:
[Additional Information](#)

Must be able to complete the following with or without a reasonable accommodation:
 1. Ability to effectively communicate on a daily basis.

2. Ability to conduct or attend meetings in various locations across campus.
3. Ability to maintain a high level of concentration.
4. Ability to use a computer in day-to-day work (i.e. type on a keyboard and use a mouse).
5. Ability to travel.