

ASSOCIATE VICE PRESIDENT

BUSINESS AFFAIRS

2021 PROSPECTUS

UF | Human Resources
UNIVERSITY of FLORIDA

You belong at a University on the Rise

The University of Florida is rising in stature and is now ranked the No. 6 best public universities according to UF News and World Report. Aiming to provide impeccable customer service and build strong relationships across campus, the Business Affairs office strives to make advancements in campus-wide sustainability and safety for all students, faculty, and staff for a University on the rise!

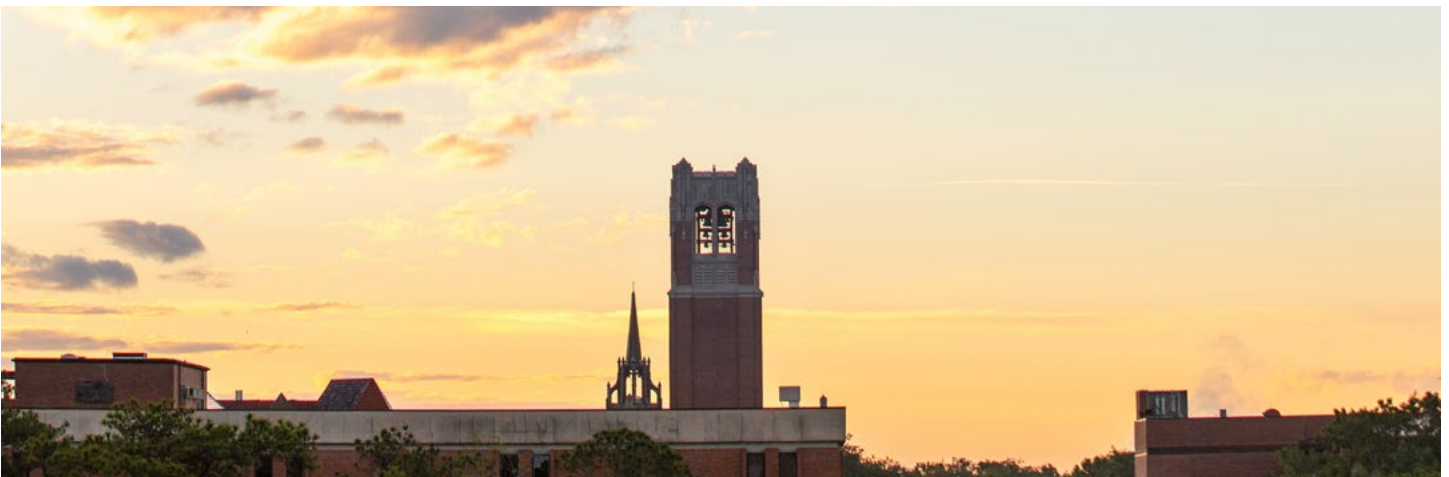


The Opportunity

The Associate Vice President of Business Affairs is responsible for implementing strategies that advance the objectives of the division. This includes having direct responsibility for developing and managing the information technology, finance, communications and marketing, supplier diversity, and university event and permitting functions within Business Affairs.

Additionally, this role manages complex workplace and university issues, all while engaging with a broad variety of internal and external constituencies. It is important for the Associate Vice President to forge strategic relationships, embrace change and foster new ways of doing business while providing support and transformative leadership. This position functions as a proactive steward of the university's resources and services, protecting and enhancing them while balancing constituent needs and interests, all while keeping compliance and safety of operations at top of mind.

Finally, this position serves as liaison and resource to other Business Affairs divisions, including auxiliary organizations and enterprise operations, as well as to the university community by serving on a variety of university committees and advisory groups.



The role and responsibilities of the Associate Vice President of Business Affairs are as follows:

- Provides leadership and direction to the following Business Affairs functions: Business Affairs Technical Services (BATS), Business and Finance, Communications and Marketing, Small Business and Supplier Diversity, and Events and Permitting.
- Develops initiatives to improve the efficiency and effectiveness of administrative processes and supports and promotes the strategic goals and initiatives of Business Affairs and the university while providing the highest quality support services to the university community through effective business partnership.
- Establishes and administers university-wide policies, rules, and procedures that fall under Business Affairs' administration. Ensures such policies and procedures meet organizational objectives and regulatory requirements.
- Ensures that miscellaneous assignments related to Business Affairs are completed in the best interests of the university by accepting and accomplishing all other tasks assigned by the Vice President for Business Affairs. This position is responsible for the leadership of all Business Affairs divisions in the Vice President's absence. This includes a delegated signature authority for various contractual and internal university documents.
- Serves as liaison and Business Affairs representative on over a dozen university governance, advisory, and student fee committees as well as on a variety of ad hoc working groups and committees that address master planning, ITNs, RFPs, contract reviews and negotiations, and candidate searches.
- Prepares materials and presentations to assist discussions with senior leadership, the University's Board of Trustees, and the state of Florida legislature. This includes the coordination of Business Affairs' portion of the Senior Vice President/Chief Operating Officer's strategic

planning processes and Business Affairs' portion of the Southern Association of Colleges and Schools Accreditation (SACS) report.

- Establishes regular contact with vendors, suppliers, community leaders, parents of students, and the press.
- Responsible for composing, revising, interpreting and administering university-wide policies, rules, and procedures that fall under Business Affairs' jurisdiction
- Advise Vice President for Business Affairs and other university administrators regarding existing and proposed programs. Lead and assist new program development and implementation with Business Affairs divisions/directors as well as advising the university's Chief Audit Executive on the formation and execution of the Business Affairs annual audit plan.
- Leads compliance and risk mitigation initiatives and programs including the identification and assessment of regulatory and financial risks for all Business Affairs divisions.
- This position is responsible for the leadership of all Business Affairs divisions in the Vice President's absence. This includes a delegated signature authority for various contractual and internal university documents.



Details & Qualifications

Title: Associate Vice President, Business Affairs

Location: Business Affairs, University of Florida, Gainesville, FL

Salary: Commensurate with Qualifications and Experience

Timeline: Applications and nominations will be accepted until the posting closing date, August 14th

Minimum Qualifications:

Master's degree in an appropriate area of specialization and seven years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and nine years of appropriate experience

Preferred Qualifications:

- Master's degree in Business Administration (MBA) (or relevant field otherwise), and ten years of executive level administrative and financial management experience with demonstrated success in a role of complexity in government, academia, or the private sector.
- Experience overseeing auxiliary organizations (P&L responsibility) and/or enterprise operations.
- Strong interpersonal communication skills to negotiate complex relationships and represent the University and Business Affairs in a professional and engaging manner with an interest in developing mutually beneficial outcomes.
- Strong written communications skills.

The Office of Business Affairs

The Office of Business Affairs at the University of Florida oversees 11 divisions across the University. The service philosophy is ambitious and focused on being reliable, sincere, and trustworthy in order to achieve the goals set forth by the Vice President. Through intentionally building strong relationships, Business Affairs is poised to provide premier customer service and advance the collaborative nature of the University.

Our Commitment to Diversity, Equity, and Inclusion

The Office of Business Affairs is committed to attracting, hiring, and retaining a diverse workforce and values diversity of thoughts, background, and experience. We welcome nominations of and applications from individuals who would bring additional dimensions to the university's vision and mission.

The University of Florida is an Equal Opportunity Employer. The University is committed to non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status in also aspects of employment including recruitment, hiring, promotion, transfers, discipline, terminations, wage and salary administration, benefits and training.

The University of Florida

The University of Florida (UF), the flagship university for the state of Florida, ranked No. 6 among the nation's top public research universities by U.S News and World Report, is accepting inquiries, nominations, and applications for the position of Associate Vice President for Business Affairs.

Located in Gainesville since 1906, UF has 16 colleges, a major academic health center, a championship winning athletic program, a top-ranked undergraduate online program and, in keeping with its land-grant mission, one of the nation's most comprehensive agriculture and natural resources programs. All are based at the University's 2,000-acre campus, joining its historic red-brick core with advanced facilities and preserved natural areas and connecting to adjacent innovation, commercial and residential districts.

UF has 55,000 students, 30,000 employees, 5,500 faculty members, a \$5 billion annual budget and more than 140 mission-focused units across the state of Florida. It is the Sunshine State's only member of the Association of American Universities comprising the nation's 60 leading public and private research universities. More than 51,000 students have applied as freshmen for the 2021-22 academic year — a new record.

Several qualities distinguish UF among today's leading public research universities. The first is its highly comprehensive breadth on a single campus, facilitating interdisciplinary collaboration among, for example, faculty within the adjacent colleges of journalism, engineering and medicine. The second is its unwavering support from the state of Florida, which has endorsed UF's drive to become one of the nation's very best public research universities — supporting those efforts since 2013 with hundreds of millions of dollars in additional funding to grow its faculty ranks by 500 members. UF's third exceptional quality is its dynamism. Like Florida, the nation's third-largest state and among the fastest-growing, UF is undergoing rapid transformation as it pursues the overarching aspiration to be “a premier university that the state, nation and world look to for leadership.”

The City of Gainesville

Gainesville (<http://cityofgainesville.org>) is home to Florida's largest and oldest university, and so is one of the state's centers of education, medicine, cultural events and athletics. The University of Florida and UF Health Shands Hospital are the leading employers in Gainesville and provide jobs for many residents of surrounding counties. Gainesville is also the largest city in Alachua County and is the county seat, with approximately 269,000 residents county-wide. It serves as the cultural, educational and commercial center for the north central Florida region. The city provides a full range of municipal services, including cultural and nature services and necessary administrative services to support these activities. Additionally, the city owns a regional transit system, a regional airport, and a 72-par championship golf course. Known for its preservation of historic buildings and the beauty of its natural surroundings, Gainesville's numerous parks, museums and lakes provide entertainment to thousands of visitors. Because of its beautiful landscape and urban "forest," Gainesville is one of the most attractive cities in Florida. The city is in a central location to both the Gulf of Mexico and the Atlantic Ocean, providing easy access within a day's drive to beaches, nature preserves, and water-based activities.

[Explore Gainesville in 60 Seconds.](#)



Application Instructions

Apply directly online at:

<https://explore.jobs.ufl.edu/en-us/job/517378/associate-vice-president-business-affairs>

The application must be submitted by 11:55 p.m. (ET) on August 14th, 2021.

Inquiries and nominations can be sent to Amy Thomas, Talent Consultant at **amoose@ufl.edu**.

If an accommodation due to a disability is needed to apply for this position, please call 352/392-2477 or the Florida Relay System at 800/955-8771 (TDD). Hiring is contingent upon eligibility to work in the US.

The “government in the sunshine” laws of Florida require that all documents relating to the search process, including letters of application/nomination and reference, be available for public inspection upon request



