Position Vacancy Announcement

University of Wisconsin –Extension
Associate Vice Chancellor for Administrative and Financial Services

Headquartered in Madison, Wisconsin, UW-Extension provides leadership and coordination for four-major statewide program areas: Cooperative Extension; Broadcasting and Media Innovations; Continuing Education, Outreach and E-Learning; and Entrepreneurship and Economic Development. UW-Extension maintains strong relationships with all of the 26 UW System campuses and 72 Wisconsin counties.

Position Summary

This position provides daily operational oversight of financial and business affairs for UW-Extension. Reporting to, consulting with, and advising the Vice Chancellor, this position provides leadership for institution-wide policy development, implementation, and compliance affecting administrative and financial operations, including budget development, monitoring and reporting; accounting; purchasing; extramural support; internal audit; and financial oversight of the Wisconsin Humanities Council. This position is frequently involved in other operational issues related to risk management, facilities, Extension Conference Centers, and other administrative services.

Responsibilities

- Maintain a deep understanding of UW-Extension’s mission and goals, and those of the divisions. Participate in strategic and other planning activities.

- Provide operational direction and leadership for UW-Extension administrative services, operating budget and financial services.

- Serve as the functional leader to the UW-Extension divisional business officers. Facilitates monthly meetings of the group to resolve issues, make operational decisions, and provide information. Advise divisional business officers on daily business decisions and policy interpretation.

- Provide leadership to programming divisions in budget planning and financial policy development and implementation.

- Advise the Vice Chancellor, Provost, Chancellor, and other members of the senior leadership team on issues related to financial management, budget, and business policies and procedures.
• Oversee the internal audit program, including the identification of high-risk areas, the development of audit plans, and enforcement of compliance with high-priority audit recommendations.

• Work collaboratively with the UW Colleges Assistant Vice Chancellor for Budget and Planning on issues of mutual concern and interest.

• Serve as an institutional liaison to UW System Administration and external groups on issues related to budget and finance.

• Represent the interests of UW-Extension on system-wide policy committees and working groups.

• Work closely with the UW-Extension Provost, Deans/Directors, and divisional business officers to negotiate and develop inter-institutional agreements (IIA).

• Serve as contracting officer for external contracts and all federal and non-federal external support.

• Provide supervision to and evaluation of the Budget Director, Director of Business Services (Controller), and Internal Auditor.

• Other duties at the direction of the Vice Chancellor.

Qualifications and Experience

• Masters degree with eight years of relevant, progressively responsible experience in a complex organization. Experience in public university administration is required.

• Supervisory experience and a commitment to the goals and principles of equal opportunity and diversity.

• Experience administering grants, sponsored programs, and special programs and initiatives.

• Excellent communication skills, including the ability to explain complex issues and processes, budgets, and all other financial issues to diverse groups.

• Open and collaborative style of leadership, which fosters teamwork, open communication, and positive relationships.

• Knowledge of and experience with complex computer-based budget and financial management systems.

• Knowledge of higher education funding and related policy issues.
**Application Procedure**

Interested candidates should submit a letter of application, resume, and the names and contact information of three references. Applicants are requested to submit materials by e-mail as attachments.

**Applications must be received by May 17, 2012, to guarantee consideration.**

Submit applications to:

angela.schultz@uwex.edu

Angela Schultz  
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University of Wisconsin-Extension  
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