Job Opening:
Director of Resource Planning & Management Baskin School of Engineering

JOB # 1304249

FULL TIME; CAREER
Salary commensurate with qualifications and experience.

View full job description and access on-line application:
https://jobs.ucsc.edu/applicants/Central?quickFind=66381

CONTACT:
Patricia Guevara
Senior Department Manager
Computer Engineering
Electrical Engineering
Technology & Information Management
Baskin School of Engineering
University of California
Santa Cruz, CA 95064
831-459-5752
831-459-4482 (fax)
http://www.soe.ucsc.edu/

Use the following link to unsubscribe from this mailing list:
http://listsrv.ucsf.edu/cgi-bin/wa?SUBED1=ABOG-L&A=1
**Director of Resource Planning & Management**
Baskin School of Engineering

JOB # 1304249

FULL TIME; CAREER

*UCSC strives to embrace diversity in all its forms; it strives to be an inclusive community that fosters an open, enlightened & productive environment.*

Under general direction of the Assistant Dean/Chief of Staff, the Director of Resource Planning & Management is independently responsible for directing an extensive range of financial and administrative operations, activities and services in support of Baskin School of Engineering's (BSOE) academic objectives.

In such an environment, the BSOE Director of Resource Planning & Management is called upon to plan and manage a variety of resources from multiple sources. This requires the incumbent to ensure consistency, reliability and integrity in fiscal and business processes coupled with elasticity and flexibility in operational structures and resource utilization. BSOE is constantly facing challenges to absorb programmatic growth by stretching and integrating resources, and the Director plays an essential role in identifying creative approaches to facilitate this process and minimize conflicts between new and established practices. This includes navigating a complex set of competing demands within existing regulatory and procedural constraints; a process requiring close interaction and communication with campus and system offices, as well as external agencies and organizations providing sponsored and non-sponsored resources.

BSOE's annual expenditures are in excess of $50 million, including approximately $16 million in core resources from the State and various student fees and tuition, plus approximately $34 million in extramural contracts, grants, and gifts for research. Extramural research funding has increased steadily each year since the school was founded. BSOE also is pursuing growth in revenues from gifts to support both selected research and instruction endeavors, and is launching new graduate degree programs in the Silicon Valley with anticipated revenues from Professional Degree Supplemental Tuition (PDST). In addition, BSOE has a small endowment totaling $10 million.

The Director is responsible to manage all these resources and is the chief fiscal advisor to BSOE executive leadership, serving as a member of the school's senior management team. The incumbent has regular interaction within BSOE with the Dean, Associate Deans, Assistant Dean, Department Chairs, Institute and Center Directors, and Department Managers. The incumbent also has regular interaction with senior staff and selected executives within the campus administration, participating on campus committees and special task forces representing BSOE, while functioning as the primary liaison with the campus administration on all BSOE financial and business matters. The Director directly supervises staff, plus coordinates and oversees the workload of any BSOE staff engaged in financial transactions and processes. In the absence of the Assistant Dean, the Director also acts on their behalf and functions as Acting Assistant Dean.

Qualifications include:
• Demonstrated knowledge and experience working in a university environment, including familiarity with the financial aspects of instruction, research, and academic support services and administration.

• Demonstrated excellent interpersonal skills and a record of effective interactions with a diverse clientele, including faculty, researcher support personnel, administrative staff, undergraduate and graduate students, campus administrators, alumni, government agency personnel, and various external partners.

• Demonstrated knowledge and experience with financial planning, analysis, and budgeting, with proven skills to interpret and apply complex university, state, and federal regulations coupled with a working knowledge of those regulations as they relate to administration and compliance for academic units.

• Demonstrated knowledge and experience with complex problem-solving and analysis, including ability to adopt multifaceted approaches in assessing situations and implementing innovative solutions.

• Demonstrated knowledge and experience with negotiation and decision-making, including ability to effectively advocate and represent interests of academic programs, and to balance competing interests between academic initiatives and procedural constraints.

Position is open until filled; Initial Review Date: 05-13-2013

APPLICANTS ARE REQUIRED TO USE THE UCSC ON-LINE PROCESS
View full job description and access on-line application: https://jobs.ucsc.edu/applicants/Central?quickFind=66381

To ensure review of application materials by the hiring unit they must be submitted electronically via the Staff Employment Opportunities web site (http://jobs.ucsc.edu) on or before the initial review date. Computers are available at the UCSC Staff Human Resources office located at 1201 Shaffer Road, Santa Cruz. For further information or to request disability accommodation call 831-459-2009. Hearing impaired are encouraged to use the California Relay Service 800-735-2922. The University of California, Santa Cruz is an Equal Opportunity Employer.