The University of North Carolina at Charlotte (UNC Charlotte) invites applications for the position of Associate Provost for Academic Budget. The position is available due to an incumbent retirement and therefore recruitment will begin immediately.

UNC Charlotte is North Carolina’s urban research university located in one of America’s fastest growing and most diverse cities. It leverages its location in the state’s largest city to offer internationally competitive programs of research and creative activity, exemplary undergraduate, graduate, and professional programs, and impactful community engagement initiatives. UNC Charlotte is committed to working collaboratively with community partners to address the cultural, economic, educational, environmental, health, and social needs of the greater Charlotte region in line with the community’s focus on racial equity and economic mobility. Enrollment exceeds 30,000 students, making it the fastest growing institution in the UNC System. The University has a strong focus on student success and access, as well as research results that strive to advance the institution’s quality and growth through diversity, equity and inclusivity as articulated in its strategic plan: Shaping What’s Next.

The Associate Provost for Academic Budget reports directly to the Provost and Vice Chancellor for Academic Affairs and serves as the division budget director for the Division of Academic Affairs. The individual in this position plans, directs, and implements fiscal procedures, methods, and systems of the division in compliance with University policies that involve all sources of funds ($510M all funds). Specifically, the Associate Provost for Academic Budget manages budget planning and assessment, serves as a resource for questions on budget issues and procedures, monitors budget allocations, provides training and leadership to business officers within the division, and leads a team to provide strategic guidance and direction on resource allocation to the Provost and division broadly. The position serves as the division’s primary budget and business administration liaison to the Office of University Budget and Analysis and its officers, as well as to Financial Services which includes the Controller’s Office and Payroll Department, in addition to the campus’s Internal Audit Department, among others.

The successful candidate will have a Master’s degree, preferably in business management, accounting, or public administration. Additional required qualifications include: at least eight years of progressively responsible senior-level administrative experience in fiscal management; excellent written, verbal communication and organizational skills; demonstrated success in creative leadership; experience in management of staff; ability to collaborate with a wide range of employees at all levels; and successful training and presentation skills to various audiences. It is preferred that the candidate have experience in fiscal management in a public college or university setting specifically. UNC Charlotte strives to develop a deep understanding of and respect for diversity among colleagues. Therefore, we encourage applications from professionals who can help us achieve this goal.

Applications should consist of a detailed cover letter, list of three professional references, and curriculum vitae. Cover letters should be a maximum of three pages and address the candidate’s
demonstrated experience and evidence of positive impact with the following: 1) assuring inclusive collaborations, 2) preparing concise, informative, and easy to understand budget materials, 3) leading strategy within a complex financial ecosystem, 4) process improvement, and 5) personnel and team development for a diverse workforce. For priority consideration, please apply by Thursday, June 30, 2022. To ensure full consideration, inquiries, nominations, and applications should be submitted, in confidence, to CAPAB@academicsearch.org. Requests for confidential conversations may be sent directly to the Senior Consultants assisting with this search: Dr. Nancy Suttenfield, nancy.suttenfield@academicsearch.org or Dr. Cynthia Patterson, cynthia.patterson@academicsearch.org.

As an EOE/AA employer and an ADVANCE Institution that strives to create an academic climate in which the dignity of all individuals is respected and maintained, the University of North Carolina at Charlotte encourages applications from all underrepresented groups. The candidate chosen for this position will be required to provide an official transcript of their highest earned degree and submit to a criminal background check.