Position Profile:
Assistant Vice President for Budget Planning and Analysis
ABOUT IDAHO STATE UNIVERSITY

Idaho State University combines exceptional academics amidst the grand natural beauty of the West. ISU faculty and students are leading the way in cutting-edge research and innovative solutions in the areas of energy, health professions, nuclear research, teaching, humanities, engineering, performing and visual arts, technology, biological sciences, pharmacy, and business. To read more, visit www.isu.edu.

President Kevin Satterlee is bringing vision and excitement to Idaho State University (ISU). His administration is one of passion, communication, and transparency for the benefit of not only the University but also its surrounding community.

ISU, a Carnegie-classified doctoral research and teaching institution founded in 1901, has a low student to teacher ratio of 14:1. As a state leader in the health sciences, ISU offers widespread health services to locals, as well as multiple degrees in more than 50 health-related areas, including nursing, pharmacy, physical therapy, speech pathology, and physician assistant studies. Although the health sciences are a significant area of study (26%), additional programs are also available through colleges in business, education, technology, arts and letters, and science and engineering. Education at ISU is filled with real-world experience; the $2.1 million Career Path Internship program helps aid hundreds of students' career goals by pairing students with paid on- and off-campus jobs. In their spare time, students can choose from more than 70 student organizations, enjoy nature through the Outdoor Adventure Center, or drive to the Craters of the Moon nature preserve or the Yellowstone National Park. The Stephens Performing Arts Center on the ISU campus is nationally ranked as one of the most impressive performance venues on a university campus. It is home to the Idaho State Civic Symphony and is also host to a number of plays, concerts, recitals and art performances.

As an NCAA Division 1 school, ISU competes in the Big Sky Conference offering robust athletic programs to students such as basketball, cross-country, tennis, track and field, volleyball, softball, football, golf, and soccer. Read more: https://isubengals.com/
UNIVERSITY STRATEGIC GOALS

GOAL 1
GROW ENROLLMENT
Increase new degree-seeking students by 20% (+497) over the next five years.*
* Full-time certificate and undergraduate students and full and part-time graduate students.
Operational Strategies
• Emphasize relationships with high school faculty and advisors within ISU’s service regions
• Provide opportunities for faculty/potential student interaction to encourage enrollment
• Communicate with managers and employees at local/regional public and private organizations to identify educational programs that would increase the potential for advancement and support professional development

GOAL 2
STRENGTHEN RETENTION
Improve undergraduate student retention rates by 5% by 2022.
Operational Strategies
• Increase faculty awareness of their students’ academic progress by alerting them when a student is failing so they can work with the students to create strategies for student success
• Increase and market student support services that measurably increase retention
• Develop programs that encourage students to identify potential career paths

GOAL 3
PROMOTE ISU’S IDENTITY
Over the next five years, promote ISU’s unique identity as Idaho’s only institution delivering technical certificates through undergraduate, graduate and professional degrees.
Operational Strategies
• Educate internal and external communities of the scope and benefits of ISU’s offerings and research
• Promote ISU as providing an affordable, high-quality education that results in a high return on investment
• Demonstrate to communities the cost-benefits that emphasize what ISU brings to each community through education and research

GOAL 4
STRENGTHEN COMMUNICATION, TRANSPARENCY, AND INCLUSION
Over the next three years, ISU will continue building relationships within the university, which is fundamental to the accomplishment of all other objectives.
Operational Strategies
• Continue creating consistent opportunities to share ideas and reach mutual understanding
• Where identified, eliminate duplication of effort in business processes, programs, and services
• Use the Institutional Effectiveness and Assessment Council planning and advisory structure to continue increasing inclusiveness, providing information, and obtaining input and feedback from students, faculty, staff, and the community members

GOAL 5
ENHANCE COMMUNITY PARTNERSHIPS
By 2022, ISU will establish new partnerships within its service regions and statewide program responsibilities to support the resolution of community-oriented, real-world concerns.
Operational Strategies
• Partnerships will encompass a broad variety of relationships including academic to academic, ISU to business, and ISU to non-profit
• Identify and design educational programs that provide a service to the communities that ISU doesn’t currently partner with
• Work with communities that have limited services and develop opportunities to create new partnerships
THE DEPARTMENT

Finance and Business Affairs works collectively to provide accurate, timely, and efficient business support services to a wide range of stakeholders for the Idaho State University community. Further, it supports the institution’s vision of creatively connecting ideas, communities, and opportunities by effectively leading and managing the financial and administrative stewardship of its capital resources and developing ISU’s human talent.

The Office of the Vice President of Finance and Business Affairs oversees treasury and financial functions, capital projects, the budget office, real estate, facilities services, human resources, public safety, environmental health and safety, and information technology services at the university’s four campuses. We achieve the goals of the University and of the State Board of Education by providing exemplary services with the highest level of ethics to help ISU achieve excellence.

THE OPPORTUNITY

Assistant Vice President for Budget Planning and Analysis

Primary Purpose

Reporting to the Vice President for Finance and Business Affairs, the position is responsible for operations of the budget planning and analysis organization and providing leadership and management oversight for university business officers. The position provides leadership in the development of procedures for establishing budgets within the framework of existing state and university laws, policies, rules, and procedures.

Key Responsibilities

- Coordinate the organization and preparation of budget documents for presentation to the State Board of Education and legislative committees.
- Coordinate management of the budget and the ongoing review and analysis of budget expenditures, and develop methods of reporting and analyzing financial records.
- Facilitate short-, and long-term strategic planning.
- Participate in decision making regarding budget policies and expenditures by responding to ad hoc analysis and reports.
- Provide information and assistance to University departments and other interested parties in a timely manner so that informed budget decisions can be made.
- Review data and reports prepared by others, internally and externally, for accuracy, consistency and affect upon ISU.
- Provide guidance to university business officers concerning resource planning, budget control, financial analysis and fiscal oversight of instructional and research programs, space administration, and organizational and operational improvements.
- Hire, train and supervise staff for the Office of Budget Planning and Analysis.
- Perform other duties as assigned.
Qualifications and Skills
The successful candidate should possess the following qualifications and skills:
- Bachelor’s degree in a related field with five years’ work experience in accounting, finance, and/or budget management.
- Demonstrated skills and knowledge of the principles and practices of business management. Demonstrated experience in financial planning and budget analysis.
- Demonstrated experience in interpreting and applying federal, state, and/or university regulations and policies governing organizational business and accounting activities.
- Possesses basic knowledge and understanding of strategic planning, analytical, and program evaluation methodologies.
- Possesses supervisory and team building skills sufficient to effectively recruit, train, motivate, resolve problems or conflicts, and build an effective service-oriented team environment.
- Demonstrated knowledge and ability to implement principles of performance management, diversity, and coaching to enhance contribution to the university’s mission.
- Demonstrated ability to build constructive, collaborative, and effective working relationships with colleagues at all levels of the organization.

Preferred Qualifications
The University may show preference to candidates that possess the following:
- Master’s degree and related work experience in a public higher education setting
- Related work experience with an all-funds budget model strongly preferred
- Prior work experience utilizing Banner and/or other Enterprise Resource Planning financial and budget system modules
- Experience and/or education related to grant and contract administration and related federal and state compliance policies.
PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and continue until the position is filled. Please submit the following materials: 1) Cover letter summarizing your related training and experience, 2) Resume and, 3) Contact information (including email addresses), for three professional references. References will be contacted later in the process and not without advance notice to applicants.

To apply online, click here. Idaho State University is committed to building a diverse university community and encourages members of underrepresented groups to apply. Additional information regarding the university can be found at https://isu.edu/about/.

For nominations or further information:

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Idaho State University values individuals with varying traditions, cultures, identities, expressions, orientation, religious beliefs, economic backgrounds, racial and ethnic origins. ISU believes that promoting diversity and a respectful work and learning environment is a key component in preparing students for success in a global economy. ISU strongly encourages applications from candidates who share these values.
POCATELLO AND SOUTHEAST IDAHO

Southeast Idaho is centrally located between Salt Lake City, Utah, and the popular vacation destinations of Sun Valley, Yellowstone National Park, Grand Teton National Park and Jackson, Wyoming. Southeast Idaho is often thought of as an outdoor lover’s paradise which has something for everyone, including wild and scenic lands. Pocatello is one of the last undiscovered mountain college towns in the west. The hills and the spectacular northern Rockies around Pocatello feature mountain bike trails and access to outdoor activities such as camping, fishing, hiking, hunting, skiing, kayaking, and rock climbing.

Interesting facts about Pocatello and Idaho:
(Information is taken from PocatelloIdaho.com and Pocatello.us)

- The city of Pocatello is located in Southeast Idaho and nestled at 4,448 feet in the western foothills of the Rocky Mountains along the Oregon Trail.
- Pocatello has an unusually desirable four-season climate where clear, sunny, and dry are the norm.
- Residents of Pocatello enjoy the city’s 32 parks, the Idaho Museum of Natural History, the Portneuf Wellness Complex, the Fort Hall Replica, golf courses, a swimming complex, bike & hiking trails, Pocatello Junction, a skate park, and Zoo Idaho.
- Bannock County has a population of 82,539 and the county seat is located in Pocatello which is populated by nearly 55,000 residents.
- Based on average housing costs, utilities, healthcare, transportation, groceries, and other services, Idaho’s cost of living is the second lowest of the 11 western states.
- Idaho has a strong and diversified economy. Manufacturing and agriculture remain top industries while high-tech, tourism, retail, healthcare, business, and information services are growth sectors.
- According to FBI statistics, Idaho’s crime rate is the lowest in the West. The rate of serious crime is 21.3 percent less than the national average.
- Idaho has more river miles than any other state, 3,100 miles.

For additional information on Pocatello and Southeast Idaho, please visit:

City of Pocatello Idaho, http://www.pocatello.us/