Position Profile:
Assistant Athletic Director/
Unit Business Officer

Office of Finance & Business Affairs
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

It is an exciting time for Idaho State University as it welcomed a new President in 2018. The institution is undergoing a transformational change process and Finance and Business Affairs is visioning to build a best-in-class process across the business, finance, and campus operations functions of the university. The division 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 the budget planning and analysis office, treasury and controller functions, capital projects, real estate, facilities services, human resources, public safety, environmental health and safety, parking, transportation, 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 Athletic Director / Unit Business Officer

Primary Purpose

The Assistant Athletic Director/ Unit Business Officer will provide a full range of duties including business, fiscal/budget management, strategic and operational planning, human resources management, and student athlete support. This includes resource planning, budget control, financial analysis, and fiscal oversight of instructional and/or research programs, space administration, and organizational and operational improvements, in addition to serving as a critical conduit of transparent information.

This is a direct reporting relationship to the Assistant Vice President for Budget, Planning, and Analysis with a dotted-line to the Athletic Director. The position may supervise financial technicians, accountants, and other staff in support of their work.
Assistant Athletic Director / Unit Business Officer

Key Responsibilities

FINANCIAL MANAGEMENT

In collaboration with senior leadership, manages the fiscal and business operations of the athletics department, including the development and oversight of NCAA policies and requirements, internal financial management processes and systems, forecasting, reporting, and fund administration. Specifically, the position will perform the following duties:

- As directed by leadership, facilitate and monitor short and long-range expense planning, allocate funds and advise on unplanned obligations.
- Establish and/or oversee department business office processes, including accounting, grant and contract administration, payroll, purchasing, information technology resources, and equipment management, to assure compliance with agency guidelines and University policies.
- Investigate and analyze data to perform complex reporting tasks, maintain accurate data resources, prioritize projects, and make appropriate decisions.

ATHLETICS MANAGEMENT

Responsible for the day-to-day management of financial, budgetary and related functions within the department including the supervision of all financial activity to insure compliance with State and University regulations.

- Prepare budgets, reports and management information for each sport program and support groups within the department of intercollegiate athletics. Meet regularly with coaches and leadership to monitor spending and execute a sound fiscal decision making process.
- Prepare and complete NCAA Financial Report, EADA Report and fulfill other NCAA and Big Sky financial reporting requests.
- Monitor and oversee scholarship equivalencies to ensure that all sports adhere to limits.
- Approve athletic aid and oversee its distribution and allocation.
- Serve as the internal liaison with office of budget, planning, and analysis; campus controller; accounting and purchasing departments for all athletics’ purchasing and business operations.
- Coordinate all of the department’s university purchasing processes and related reporting and reconciliation.
- Maintain confidential records and files essential to office operations.
- Oversee athletic insurance process including acquisitions of policy and claims payment procedures.
- Evaluate best practices and maximize system functionality to support analysis.
- Support the Athletic Director with management information, forecasting, and counsel on financial planning and decisions.
- Provide leadership and supervision for game day events and special projects as assigned.
HUMAN RESOURCES AND PERSONNEL ADMINISTRATION

In concert with senior leadership and in coordination with the Offices of Human Resources and the Office of Equity and Inclusion, facilitates the effective management of human resources while supporting a strong commitment to business ethics and workplace diversity in the unit(s). Specifically, the position:

- Advises on the recruitment, hiring, and personnel management practices of faculty and staff within units and ensures compliance with University policies as well as state and federal regulations and procedures.
- In concert with unit(s) leadership, is responsible for the organizational design and oversight of personnel operations, including appropriate staff responsibility delegation, productivity assessments, and professional development.
- Assists the unit(s) leadership in the evaluation and determination of salary and resource commitments and assesses the financial and programmatic impact of new hires.

BUSINESS MANAGEMENT AND STRATEGIC PLANNING

In collaboration with unit and senior leadership, researches and presents information on services, operations, and program productivity. Specifically, the position:

- Provides key analytical support evaluating and recommending the fiscal and operational impact of departmental activities, programs, and external affiliations on current and future operations.
- Anticipates significant resource issues, identifies and pursues opportunities to improve efficiencies, and presents information and analyses so personnel have the opportunity to respond proactively to problems and opportunities.
- Provides guidance and oversight in the development, implementation, and modification of the budgets and financial processes to ensure they meet the administrative and programmatic needs of the units, ensure proper internal controls, and are consistent with campus and University principles, policies, and procedures.
Minimum Qualifications

The successful candidate should possess the following qualifications:

- Bachelor’s degree, and five years of experience in budget, accounting or finance roles
- Experience planning, implementing or assisting with budget analysis and proposal preparation
- Experience working in a hands-on environment utilizing high-level computer skills within Microsoft Office Suite
- Excellent oral and written communication skills

Preferred Qualifications

The University may show preference to candidates that possess the following:

- Eight or more years of experience in budget, accounting or finance roles
- Experience working in Higher Education
- Experience working in Intercollegiate Athletics
- Knowledge of NCAA rules and policies
- Experience directly supervising staff and managing staff development
- Related Master’s Degree or Professional Certificate (i.e. MBA, CPA, M.S. in Accounting, Finance, etc.)
- Experience with Banner or other Enterprise Resource Planning (ERP) systems

Anticipated Salary Range

A negotiable annualized salary range of $70,000 to $95,000 is anticipated for this position, depending on the education and experience of the successful candidate. Total compensation will also include a competitive benefits package.
PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and continue until the position is filled; parties who apply by **February 23, 2020** will be given first consideration. 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](https://isu.edu/about/). 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/](https://isu.edu/about/)

For nominations or further information:

Brian J. Sagendorf  
HR Director  
Idaho State University  
208-282-4291  
sagebria@isu.edu

*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.*
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/](http://www.pocatello.us/)