POSITION ANNOUNCEMENT

DEPUTY DIRECTOR OF FINANCIAL AND INFORMATION SYSTEMS

ALABAMA COMMISSION ON HIGHER EDUCATION

The Alabama Commission on Higher Education (ACHE) is accepting applications for the position of Deputy Director of Financial and Information Systems. This position reports to the Executive Director.

RESPONSIBILITIES:

- Plans, organizes, and directs the analysis of the Education Trust Fund budget, institutional budgets for the 38 public higher education institutions, institutional financial issues, and the development of the agency’s Consolidated Budget Recommendation.
- Plans, organizes, and directs the compilation of facilities inventories and space utilization reports, institutional Facilities Master Plans, the formulation of capital budget requests, and the running of a formula used to estimate deferred maintenance costs.
- Plans, organizes, and directs institutional research initiatives utilizing the electronic student unit database and other required state and federal data collections.
- Plans, organizes, and directs information technology services to include all programming activities, software selection and implementation and network development and maintenance.
- Plans, organizes, and directs the completion external surveys (i.e. IPEDS, Southern Regional Education Board, State Higher Education Executive Officers, etc.).
- Plans, organizes and directs the creation of all reports related to the unit’s activities (regular and ad-hoc) as well as Commission meeting agenda items for thoroughness, accuracy, and adherence to Commission statute and policy, and evaluates and modifies documents as necessary.
- Monitors the activities of the legislature on matters related to funding and institutional performance. Activities include: drafting bills and amendments, analyzing bills, developing positions papers, attending committee meetings and sessions and giving testimony.
- Formulates, interprets, and communicates, orally and in writing, selected policies and positions of the Commission to institutions, advisory councils, government agencies, the legislature, professional organizations and civic organizations.
- Participates in strategic planning initiatives.
- Performs administrative functions associated with the management and supervision of the unit’s 10 staff members.

EDUCATIONAL/KNOWLEDGE REQUIREMENTS:

- Doctoral degree in a related field from a regionally accredited college or university is preferred.
- Significant experience in student data and information technology, including programming, is strongly preferred.
- Ability to work independently, be self-directed and be solutions-oriented.
- Sound organizational and planning skills.
- Effective oral and written communication skills.
- Proficient in Microsoft Word, Excel and PowerPoint.

DEADLINE FOR APPLICATIONS: Position opened until filled. Application reviews will begin on June 25, 2021.

SALARY: $141,049 to 155,698, dependent upon experience.

BENEFITS:

- The State of Alabama will not pay its employer retirement contribution to non-State of Alabama entities. All State education employees must participate in the Teacher Retirement System (TRS) of Alabama.
- ACHE is a Non-Merit System agency. Thus, ACHE does not except the transfer of sick or annual leave from other State of Alabama agencies or other state entities, such as public colleges and universities, for use while employed at ACHE. You will be paid for unused annual leave by your current employers. Unused sick leave from other state entities will be applied toward your service time with the State of Alabama.

TO APPLY: Submit – (1) Cover Letter (must be an attached letter, not an email), which addresses the specific educational/knowledge requirements outlined above (obvious website generated cover letters or emails are not acceptable); (2) resume and (3) an ACHE Application (found on ACHE website at www.ache.edu under “About Us/Employment Announcements”). Failure to provide all three documents will result in your application being considered incomplete. The agency will not contact applicants concerning missing documents. References may be requested of the selected finalist. Emailed applications only.

SEND TO: Tim Vick, Director of Operations at: tim.vick@ache.edu

For additional information about ACHE visit: www.ache.edu

THE ALABAMA COMMISSION ON HIGHER EDUCATION IS AN EQUAL OPPORTUNITY EMPLOYER