

## Senior Business Officer and Executive Director, Campus Operations

### Position Description

The University of Texas at Austin seeks a strategic, results-oriented leader with extensive finance expertise to serve as the new Senior Business Officer and Executive Director, Campus Operations.

Reporting to the Associate Vice President for Campus Operations and serving as a member of the Campus Operations Leadership Team, the Senior Business Officer and Executive Director will provide financial guidance to the leadership team to enhance departmental efficiency and effectiveness, collaborate in defining unit priorities and goals, develop and deploy institutional resources, and address a wide range of issues from long-range planning to daily management.

### Campus Operations

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[Campus Operations](#) is dedicated to creating a world-class experience to ensure The University of Texas at Austin succeeds in its vision to be the highest-impact public university. The unit consists of nearly 1,300 team members across Facilities Services, Operations Safety and Building Compliance, Operations Support, Planning, Design and Construction, Sustainability, and Utilities and Energy Management. Campus Operations builds, maintains, renovates, and revives the University, and keeps safe the spaces and infrastructure where students, faculty, and staff learn, teach, conduct research, and work. The unit has an annual operating budget of \$250 million, a capital construction program of \$3.2 billion over the next 5 years, and oversight of 29 million square feet across 700 buildings and multiple campuses.

### The Position

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Reporting to the Associate Vice President for Campus Operations, the Senior Business Officer and Executive Director is responsible for overseeing financial and general administrative functions within the Campus Operations unit. As a member of the Campus Operations [Leadership Team](#), the Senior Business Officer and Executive Director plays a crucial role in providing excellent customer service, guidance, and ensuring consistency in the interpretation, administration, and communication of University policies and financial practices.

### Key Responsibilities

#### Financial Management:

- Plan, develop, and coordinate departmental budgets, consolidating inputs from subordinate divisions.
- Monitor, analyze, and report on budget execution, making recommendations for adjustments to meet operational and financial needs.
- Provide financial guidance to the leadership team on accounting and finance issues.
- Create, monitor, and provide the information needed to manage operational budgets.
- Provide analyses, forecasts, and risk assessments to support decision-making.

Financial Strategy and Planning:

- Develop and implement financial strategies aligned with Campus Operations' mission and objectives.
- Conduct financial analyses, forecasts, and risk assessments to support decision-making.
- Prepare and oversee annual budgeting processes in collaboration with the University Budget Office.
- Prepare capital project approval presentations and ensure compliance with project management and reporting requirements.

Performance Evaluation and Auditing:

- Measure and evaluate departmental performance using metrics and reporting systems.
- Develop and conduct audits of financially related processes to ensure compliance with policies.
- Research and audit issues, implementing solutions as appropriate.
- Promote professional self- development and continuous improvement in the department.

Leadership and Team Support:

- Advise the Campus Operations leadership on administrative, budget, and financial issues.
- Lead and organize the existing department budget and finance teams to establish a more centralized Campus Operations budget and finance team.
- Participate in the development and implementation of the strategic plan and long-range goals.
- Develop metrics and reporting systems to monitor performance in coordination with the AVP and senior leadership team.
- Provide recommendations to improve unit and departmental efficiency.
- Coordinate work with broader SVP/COO portfolio.

Assets, Technology and Software Management:

- Develop and maintain electronic applications, databases, queries, and financial reports using tools such as Excel, COGNOS, FAMIS, AssetWorks (UTWorks), Tableau, and SQL.
- Work with customer departments to foster collaboration and conduct regular financial activity reviews.
- UT Austin will be moving to an AssetWorks based IMWS (UTWorks) in Fall of this year. This position will have a significant role in implementation and the ongoing management of the program.
- Manage technology needs, updates, and lead coordination with Technology Resources.

Personnel and Training Management:

- Review and coordinate personnel actions, including re-classifications, new position requests, and salary adjustments.
- Oversee training and travel budgets, developing annual training plans in coordination with Directors and Assistant Directors.
- Oversee annual inventory reporting and purchasing plans for special equipment and fleet management. Coordinate work with related units, including Parking and Transportation.

Liaison and Communication:

- Serve as a liaison with Financial and Administrative Services (FAS) Offices, including Business and Financial Services, Budget Office, Procurement and Payment Services, and others.

- Communicate effectively with University units to foster collaboration and ensure financial compliance.

## **Qualifications**

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The Senior Business Officer and Executive Director will have well-developed and strategic leadership and collaboration qualities, the expertise and acumen to develop financial plans and analyses that enable confident, data-driven decision-making, and extensive experience working in complex, multi-constituent, mission-driven organizations. The successful candidate will have the highest level of integrity and be a creative thinker and demonstrated problem solver.

### Required Qualifications

- 7+ years of proven experience in financial management, budgeting, and leadership.
- Bachelor's degree in business administration, management, finance, or related field.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Proficiency in financial software and tools such as Excel, COGNOS, FAMIS, AssetWorks, Tableau, and SQL.

### Preferred Qualifications

- 10+ of proven experience in financial management, budgeting, and leadership.
- Master's or terminal degree in business or related field.
- Experience in facilities or related fields.
- Experience in similar roles in a comparable institutional setting.
- Extensive experience with facilities and operations, including IWMS systems, materials management, and logistics.
- Experience in the utility and energy management sector.
- Demonstrated experience in large complex organizations with dynamic financial and management challenges.

## **To Apply**

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The University of Texas at Austin has retained [Opus Partners](#) to support this recruitment. Craig Smith, Senior Partner, Kenna Boyd, Associate Partner and Abigail Maynard, Senior Associate, are leading the search. Inquiries, applications, and nominations should be sent to [abigail.maynard@opuspartners.net](mailto:abigail.maynard@opuspartners.net). Required application materials include a resume and cover letter that addresses the responsibilities and qualifications of the role. The search process will unfold with the greatest possible attention to candidate confidentiality.

*The University of Texas at Austin, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. The university is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, or veteran status in employment, educational programs and activities and admissions.*

## The University of Texas at Austin

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By virtue of its public mission, culture of innovation, location, size, and rich history, The University of Texas at Austin (UT) is one of the highest-impact universities in the world. As the top public university in Texas and the flagship of The University of Texas System, UT is an influential catalyst for scientific, economic, and societal progress throughout the state. [Change Starts Here](#) UT's 10-year strategic plan aims to align the university's mission with its unique opportunity to further impact society and change the world.

Established in 1883, the university's main campus now spans 431 acres and has a community of 51,000 students, 3,500 faculty members, and more than 15,000 staff members. In addition to its main campus near downtown Austin, UT extends to the J.J. Pickle Research Campus in north Austin, the Lady Bird Johnson Wildflower Center in south Austin, the McDonald Observatory in west Texas, the Marine Science Institute in Port Aransas, and several cultural and historic sites across the state.

The university is a leader in the fields of energy, computer science, entrepreneurship, and national security, and its graduate programs in accounting, petroleum engineering, geology, Latin American history and the sociology of population rank No. 1 in the United States. UT has been designated as a Hispanic Serving Institution and is among the top producers of doctoral degrees in the nation.

UT offers more than 150 undergraduate degree programs and more than 230 graduate programs across its 19 colleges and schools in the sciences, arts, humanities, and professions:

- Cockrell School of Engineering
- College of Education
- College of Fine Arts
- College of Liberal Arts
- College of Natural Sciences
- College of Pharmacy
- Dell Medical School
- Graduate School
- Jackson School of Geosciences
- LBJ School of Public Affairs
- McCombs School of Business
- Moody College of Communication
- School of Architecture
- School of Civic Leadership
- School of Information
- School of Law
- School of Nursing
- School of Undergraduate Studies
- Steve Hicks School of Social Work

Each year, UT researchers publish work that focuses on fighting and treating diseases, devising solutions to global problems, addressing critically important social issues, and improving the human condition. As

just one recent example, the lab of Jason McLellan, a faculty member in the Department of Molecular Biosciences, was critical to the development of COVID-19 vaccines. UT Austin faculty have won Nobel Prizes, MacArthur “genius” fellowships, Abel Prizes, A.M. Turing Awards, Guggenheim Fellowships, and countless other awards for distinctions in their fields.

A member of the Association of American Universities since 1929, UT attracts over \$800 million annually for research. Through a succession of large grants from the National Science Foundation, UT has built a collection of the fastest supercomputers for open research in the world. The Department of Defense has designated UT’s Applied Research Laboratories as one of five University Affiliated Research Centers for the Navy, and the university is a major collaborator with the Army Futures Command.

#### Research by the Numbers

- \$845.9 million — Research expenditures (FY22)
- 3,799 externally sponsored projects
- 5,000+ peer-reviewed articles published
- 110 patents issued, U.S. & foreign (FY21)
- 182 invention disclosures filed
- 671 active licenses
- 91 licenses executed

#### Research-Related Rankings

- No. 1 among U.S. universities in research financed by the [National Science Foundation](#)
- No. 5 among U.S. universities in research financed by the [Department of Defense](#)
- No. 8 among U.S. universities in research financed by the [Department of Energy](#)
- No. 3 in the world for most patents granted (UT System-wide), [National Academy of Inventors](#)
- No. 24 in the world for arts & humanities research, [US News](#)
- No. 18 for scientific research, [Nature Index](#)
- No. 14 most innovative school, [US News](#)
- No. 19 for undergraduate research/creative projects, [US News](#)

UT has many academic programs ranked in the top 25 nationally, and the number continues to rise every year. At the graduate level, 53 programs rank among the top 10, representing more than a dozen of the university’s colleges and schools. Almost 40 other programs rank in the top 25. The Times Higher Education World University Rankings for 2022 lists the university as the 47th best university in the world, while *U.S. News & World Report* ranks it 10<sup>th</sup> among American public universities.

The university’s holdings comprise more than 170 million objects including a Gutenberg Bible and other rare books, manuscripts, photographs, and artworks and artifacts from natural history to pop culture in eight museums and 17 libraries. The Lyndon B. Johnson Presidential Library was the first presidential library to be located on a university campus.

Over the past 15 years, the campus has undergone a significant modernization and expansion of its research, academic, and community spaces. Recent new buildings — like the Gates Computer Science Complex and Dell Computer Science Hall, the G.B. Dealey Center for New Media, the Engineering Education and Research Center, the Health Discovery and Health Transformation Buildings, Robert B. Rowling Hall, [PHILADELPHIA](#) [CHARLOTTESVILLE](#) [PORTLAND](#)  
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and the Gary L. Thomas Energy Engineering Building — have added new state-of-the-art facilities, high-tech labs, and dynamic collaboration spaces that are transforming the student and faculty experience.

The university's large and highly accomplished student body, storied history, strong and supportive community, and richness of tradition have given rise to a proud alumni base of more than 500,000. These "Texas Exes" include founders or co-founders of Dell Computers, American Airlines, DreamWorks, 7-Eleven, National Instruments, CarMax, and Clear Channel Communications. Among UT's many well-known alumni are Matthew McConaughey, Kevin Durant, Michael Dell, Laura Bush, Jenna Bush Hager, Arthel Neville, Neil deGrasse Tyson, Wes Anderson, Robert Rodriguez, Renee Zellweger, Owen Wilson, Marcia Gay Harden, Sanya Richards-Ross, Sam Rayburn, James Baker, Kay Bailey Hutchison, Jim Allison, Rex Tillerson, Bill Moyers and Walter Cronkite, as well as current Texas Governor Greg Abbott.

### University Leadership

[Jay Hartzell](#) is the 30th President of The University of Texas at Austin. He holds the Trammell Crow Regents Professorship in Business. Prior to serving as president, Hartzell served as the 12<sup>th</sup> dean of the McCombs School of Business at UT Austin, one of the largest and most distinguished business schools in the country. As dean for over four years, Hartzell launched the Goff Real Estate Labs, elevated the Canfield Business Honors program, and opened Rowling Hall, the home of UT's MBA program. He helped create partnerships with colleges and schools across campus including the Dell Medical School, the College of Fine Arts, the College of Liberal Arts, the College of Natural Sciences, and the Moody College of Communication. Hartzell has been a member of the UT Austin faculty since 2001 and also is a Texas Ex.

[Sharon L. Wood](#) is executive vice president and provost of UT Austin. As the university's chief academic officer, she leads strategic planning for the university's academic mission and ensures academic programs are world-class and aligned with the university's commitment to excellence and community. Wood previously served as dean of the Cockrell School of Engineering and as the chair of the school's Department of Civil, Architectural, and Environmental Engineering. She joined the Cockrell School faculty in 1996 and holds the Cockrell Family Chair in Engineering #14.

### **The City of Austin**

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Located beside the picturesque Hill Country of Central Texas, Austin is the state capital and the 4<sup>th</sup>-largest city in Texas. As the 11th-largest city in the United States, Austin is a vibrant and rapidly growing economic hub, widely regarded as a friendly, active, and innovative community. It is consistently regarded as a national creative center that attracts talented people from across the world.

Austin serves as the corporate headquarters for Fortune 500 companies such as Oracle, Dell, Whole Foods, Tesla, and many successful tech startups. Austin also hosts research and development offices for major technology-oriented companies such as Amazon, AMD, Apple, and Google, which have established their operations in Austin in large part to draw from the highly-skilled talent the university produces. U.S. News & World Report consistently ranks Austin among its [Best Places to Live in America](#), and Expedia recently ranked it No. 1 in its [21 Super-Cool U.S. Cities list](#).