

**Asst Dean for Finance & Admin
University of North Texas**

Direct Link: <https://www.AcademicKeys.com/r?job=160364>

Downloaded On: Oct. 21, 2021 8:10pm

Posted Jun. 10, 2021, set to expire Oct. 23, 2021

| | |
|-----------------------------|---|
| Job Title | Asst Dean for Finance & Admin |
| Department | UNT-Education-Dean's Off-132100 |
| Institution | University of North Texas Denton, Texas |
| Date Posted | Jun. 10, 2021 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Associate/Assistant Dean |
| Academic Field(s) | Financial Planning/Budget Management |
| Job Website | https://jobs.untsystem.edu/postings/46805 |
| Apply Online Here | https://jobs.untsystem.edu/postings/46805 |

Apply By Email

Job Description

The Assistant Dean for Finance and Administration (academic financial and research officer) is a strategic-thinking leader who is primarily responsible for all aspects of financial operations to include financial analysis, evaluation, planning, reporting and recommending the most efficient use of the college's resources. As a member of the Dean's leadership team, the budget officer will work closely with the Dean to develop and coordinate the College's annual academic and operating budget planning process, forecasts and predicts resource requirements for new and existing programs, and develops funding strategies to ensure financial sustainability. The Assistant Dean collaborates with the Dean, or designee, to coordinate externally funded activities of the College of Education providing post-award financial management support to faculty, research faculty, post-doctoral students, ensuring compliance with University policies and works with the University Office of Grants & Contracts Administration as appropriate. This is a specialized professional administrative work position coordinating the budgetary and business management functions of the College of Education. Position operates with a high level of



Asst Dean for Finance & Admin
University of North Texas

Direct Link: <https://www.AcademicKeys.com/r?job=160364>

Downloaded On: Oct. 21, 2021 8:10pm

Posted Jun. 10, 2021, set to expire Oct. 23, 2021

initiative and judgment and is responsible for a variety of critical and complex decisions and administrative services. Instructions are usually general and are given by the Dean of the College of Education. Position has supervisory responsibilities. This position is responsible for understanding and processing information obtained from, and needed for, the overall functioning of the college. This position synthesis data from many areas to a useful component for the Dean's use. This position also carries the additional duties of Compliance Officer.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact