

Unit Business Officer, School of Architecture  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=233635>

Downloaded On: May. 8, 2024 12:27pm

Posted Mar. 28, 2024, set to expire Aug. 4, 2024

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| <b>Job Title</b>            | Unit Business Officer, School of Architecture   |
| <b>Department</b>           | SAAP Administrative Operations  |
| <b>Institution</b>          | University at Buffalo, The State University of New York<br>Buffalo, New York                              |
| <b>Date Posted</b>          | Mar. 28, 2024   |
| <b>Application Deadline</b> | Open until filled   |
| <b>Position Start Date</b>  | Available immediately   |
| <b>Job Categories</b>       | Classified Staff  |
| <b>Academic Field(s)</b>    | Administrative Support/Services   |
| <b>Job Website</b>          | <a href="https://www.ubjobs.buffalo.edu/postings/49362">https://www.ubjobs.buffalo.edu/postings/49362</a> |
| <b>Apply By Email</b>       |   |
| <b>Job Description</b>      |   |

### Position Summary

At the University at Buffalo, the **Unit Business Officer (UBO) in the School of Architecture and Planning (SAP)** serves as the strategic partner providing leadership over budget and financial management, staffing and workforce, and facility operations to support the research and educational mission of the school. As a member of the SAP senior leadership team, the UBO creates a vision and strategy that aligns with the Dean's and University's goals, driving decision making and problem resolution within the school. The position reports to the Dean and will work collaboratively with other school leadership, including the Associate Deans and Department Chairs as appropriate. The UBO also serves in a chief of staff role within the school and oversees staffing and staff assignments.

- **Strategic business partner for budget and financial management.** In this role, the UBO

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serves as the budgeting administrator for the school responsible for advancing financial and operational strategies; reporting, interpreting, and communicating accurate financial results; establishing and monitoring compliance with operational and capital budgets; serving as the primary risk manager and financial advisor for the school; overseeing the implementation and effectiveness of financial, information, and other control systems; ensuring compliance with contractual financial obligations; integrating and implementing financial strategies into organizational initiatives; and forecasting future revenue from multiple sources and expenditures to minimize financial risks.

- **Strategic business partner for human resources and facilities.** In this role, the UBO is responsible for planning and influencing HR activities related to the school including workforce planning, recruiting new talent, retention strategies, performance management, compensation planning, and development of employees and teams. As the facilities and operations administrator, the UBO coordinates the school's rehab projects and moves and oversees facilities, space inventory and assignment within established university policies.
- **Key member of the Dean's senior management team.** In this role, the UBO is the central point of contact representing the Dean's initiatives and plans to both the university centralized services as well as departments within the school. Using expertise in organizational engagement, the UBO collaborates and builds consensus with departments on the school's direction and approach, participates in strategic thinking and long-term planning initiatives, and interacts with the university's centralized services to ensure the school's and university's vision are practiced and in alignment. In collaboration with the Dean, regularly review requirements for accreditation to ensure continued compliance and accreditation for the school.

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### **Outstanding Benefits Package**

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about the great [benefits](#) the University at Buffalo has to offer.

### **About The University at Buffalo**

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the University at Buffalo.

*University at Buffalo is an affirmative action/equal opportunity employer and in keeping with our commitment, encourages women, minorities, persons with disabilities and veterans to apply.*

### **Minimum Qualifications**

We are particularly looking for candidates who can operate effectively in a diverse community of faculty, students and staff and who share our vision of helping all constituents reach their full potential. Successful candidates will have a bachelor's degree in a relevant field from an accredited institution. Five years progressively responsible experience managing and administering a successful business services program in a complex and distributed organization. Demonstrated experience leading change, designing business systems and processes, and engaging employees and customers in these activities is required. A master's degree and/or CPA/CMA is preferred.

Key attributes include accountability and judgment, communication, collaboration, ethical leadership, and strategic thinking. The highest standards for personal and professional excellence and unquestionable integrity is a must.

### **Contact Information**

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

**Contact**

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