Assistant Dean of Strategic Initiatives –
School of Business Administration, Dean’s Office

The School of Business Administration (SoBA) at the University of California, Riverside is a nationally ranked and internationally recognized AACSB-accredited business school. With more than 14,000 alumni globally, it is home to the largest undergraduate business program in the University of California system, as well as, The A. Gary Anderson Graduate School of Management, which features Ph.D., MBA, Flex MBA, Master of Professional Accountancy and Master of Finance programs. SoBA is looking to position itself as a center of excellence in business education via cutting-edge research on the business challenges of the 21st century.

SoBA is currently embarking on a new comprehensive five-year strategic plan. The Dean is looking to double the size of the School’s graduate program, double the size of its faculty, create new self-supported degree programs and ascend in the rankings of top business schools in the U.S.

Position Purpose
Under the general supervision of the Dean, The Assistant Dean of Strategic Initiatives is responsible for providing seasoned leadership and thoughtful direction to all of SoBA’s short- and long-range facility needs that drive the new strategic plan. The first such initiative is the design and construction of a new state-of-the-art building. Additional key initiatives include creating several world-class research centers of excellence, institutes and corporate sponsored labs.

The Assistant Dean of Strategic Initiatives is responsible for the development of analyses related to SoBA’s capital improvement needs; preparation of detailed program documents and funding justifications; provision of staff support and technical expertise for committees related to space and facilities planning issues for a new academic building; and research centers, institutes and corporate sponsored labs funding and development. This position manages the space utilization for the entire business school and includes oversight of consultant teams, planning/building subcommittees, capital project initiatives, and facility’s needs. These endeavors are in direct relation to the School’s programmatic vision for the new 21st century UCR business school.
Additionally, the position will have the responsibility for leveraging resources across all of SoBA organizations, ensuring appropriate prioritization and approvals of said initiatives. The Assistant Dean of Strategic Initiatives will help facilitate the processes and provide the analytic overview of the SoBA’s growth initiatives.

The ideal candidate must be highly organized, self-motivated, entrepreneurial and must possess strong communications skills along with the ability to build and sustain deep, mutually beneficial relationships with the School’s key constituencies, both on-campus and in the broader business and governmental communities. This position will be a driving force behind the execution of the Dean’s vision for the School—turning opportunities into reality.

**ESSENTIAL FUNCTIONS**

**Strategic Initiative Research, Planning and Management – (50%)**

- Plan, manage, and coordinate major initiatives through their life cycle from visioning, strategic planning, research, requirements definition, feasibility study, approval, packaging, and implementation.
- Develop initial drafts of major-initiative-supporting documents, including strategies, requirements, and budgets for the review and approval of the Dean and SoBA’s executive committee.
- Support the development and realization of the SoBA’s strategic plans in relation to capital planning.
- Direct and/or support efforts to create, cost, package, and price major initiatives for consideration by funding sources, particularly corporations and foundations.
- Work collaboratively with the Dean, Assistant Dean of External Relations, SoBA’s executive committee, key SoBA faculty and staff, campus liaisons, alumni and donor stakeholders throughout the major initiative lifecycle, spearheading the development of tactics and working collaboratively to create consensus and partnerships in support of the initiatives, and participate in and coordinate efforts to work with potential donors and secure sources of support for the major initiatives.
- Represent the school internally and externally in support of all major initiatives correspondences, both, orally and in writing.
- Identify and infuse SoBA with relevant best practices from the commercial world.

**Leadership & Project Management (25%)**

- Represent the Dean and SoBA’s executive committee on campus, university-wide, external agency (e.g. city, county, state, federal), and corporate/industry settings, including conferences and task forces, involving the various SoBA initiatives.
- Develop and maintain consultative networks in support of services, processes, and programs by representing UCR interests in discussions and negotiations with campus committees, vendors, suppliers, government officials, regulatory agencies, and the business community.
• Manage external consultants and contracts, including the monitoring of sub-consultant’s work (e.g., engineers, architects, constructors, etc.).

• Responsible for formulating, communicating, and building consensus for an organizational vision; work collaboratively and effectively with a diverse faculty, staff, and student body to seek and form strategic alliances to increase opportunities and expand shared initiatives.

• Maintain complete project documentation records on projects and provides periodic status briefings to the Dean.

**Resource Management (20%)**

• Manage the operating budgets for each initiative in consultation with the Dean and the School’s Chief Finance & Administration Officer along with other School/Campus stakeholders relating to new school building, research centers, institutes, and corporate sponsored labs.

• Prioritize projects and monitor expenditures against available funds in each operational area to ensure efficient and effective utilization of limited resources.

• Provide input into the development of the annual and long-range operating budgets of key capital planning initiatives, ensuring alignment with School goals and objectives.

• Develop administrative procedures and controls necessary to safeguard university resources and ensure they are used in accordance with campus/UC policies.

• Serve as the senior facilities and capital planning advisor to the Dean for facilities and space planning for the School space-related matters.

• Analyze the School’s existing space usage as well as project the School's space requirements based on long-term strategic plans and shorter-term faculty/staff hiring plans.

• Develop decision support models for management, addressing space requirements based on faculty hiring models and other school initiatives. Oversee inventory of both quantity and quality of space.

**Other (5%)**

• Perform other tasks in support of SoBA priorities as assigned by the Dean.

**Minimum Requirements**

• Bachelor's degree, with a major in either architecture, engineering, facilities management/planning, business administration, or a related field; additionally, at least ten years of progressively responsible related professional experience; and/or an equivalent combination of education and experience.

• Extensive skill and experience in writing and editing master planning and physical planning documents; proficiency with Windows-based software, including spreadsheet (Microsoft Excel) and word- processing (Microsoft Word) programs and statistical and visual analyses, as well as preparation of reports and presentation materials; managing performance expectations and supervising the work of others.

• Ability to speak in public and present to various groups and build consensus for the organizational vision. Capability to communicate technical concepts and analyses to lay audiences both in the campus community and the general public.
• Communicate complicated matters in a simple, structured way to senior management. Superior verbal and written communications skills. Comfort with public speaking and community networking. Excellent cross-cultural communication and interpersonal skills.
• Must have a strong track record managing major initiatives from inception to fruition and the ability to plan, organize, and manage complex activities with solid strategic planning and budgeting experience.
• Proven experience in writing and editing documents involving complex proposals and justifications; work independently, effectively as a member of a team, and be able to work under pressure of timelines; possess strong interpersonal skills and communicate objectives and issues and work effectively with user groups, internal technical staff, and outside consultants.
• Demonstrated analytical and forecasting skills with an emphasis on program evaluation and strategic planning; skill in presenting data that enhances the decision-making process.
• Collaboration and cooperation with groups with no direct reporting relationship to position. Ability to establish and maintain effective professional working relationships. Open-mindedness, fairness, and the ability to see multiple perspectives.
• Demonstrated effectiveness in leading high-energy teams in pursuit of a broad vision.

Preferred Qualifications
• Advanced degree, with a major in either architecture, engineering, facilities management/planning, business administration, or a related field, and at least 15 years of progressively responsible related professional experience or an equivalent combination of education and experience.
• General knowledge of current laws governing the construction, maintenance, and repair of facilities.
• Demonstrated knowledge of safety practices in maintenance operations, as well as applicable local, state, and federal safety regulations.
• Extensive experience and knowledge in space and facilities planning and/or safety coordination.
• Design experience in supporting space management and analysis and/or the ability to interpret existing blueprint/architectural drawings.
• Broad understanding of business functions and processes across multiple industries with robust understanding of how to use technology to support realization of initiatives.
• Expertise with change management strategies and processes in support of implementation of major initiatives.
• Experience in effectively managing resources within established budgetary limitations, prioritizing work to best meet organizational needs within the resources allocated.
• Experience in the management of financial systems including acquisition and management of funded projects

To Apply
For a detailed position description, required qualifications, and to apply for this position, please visit the UCR Human Resources website at http://jobs.ucr.edu and look for job number 201407147504.

UCR is an Equal Opportunity and Affirmative Action Employer with a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff.