

**Duke University School of Nursing****Position Description: Vice Dean, Finance and Administration****Job Code: 2992 Chief Financial Officer; Job Level: 98****Updated: April 12, 2024****General Purpose**

The Vice Dean, Finance and Administration (VDFA) serves as the Chief Financial and Administrative officer within the School of Nursing. The VDFA provides oversight to the financial, budgeting, human resources, facility management, information technology and space planning functions. The VDFA is responsible for ensuring that the maximum amount of scholarships, grants, and loans available are provided to SON students through oversight of the financial aid functions. The VDFA represents the School within the DUHS, Duke Medical Center, on campus, and to the outside community. The VDFA works closely with the school's senior executive and administrative leadership team to provide coordinated leadership of the school. This position reports to the Dean of the School of Nursing

**Essential Duties**

1. Oversees all aspects of the school's finances, including annual operating budgets, grant budgets, capital needs, and contingency planning, and initiates/recommends actions as needed to ensure financial solvency.
2. Oversee preparation of the annual budget, ensuring a coordinated process for department budget development, and considering input from school leadership. Obtains approval from the Dean and presents for approval to the Provost. Prepares regular reports on performance of school against budget, updates leadership as to financial status, and highlights areas of concern as applicable. Identifies areas of short and long-term financial risk, develops and proposes recommendations to mitigate, and implements or assists with the implementation of the solution.
3. Provides high-level oversight of the performance of sponsored projects against their budgets, and helps ensure that PIs are spending in accordance with their budgets.
4. Administers school scholarship award policies, and manages scholarship funds to ensure equity in the spending of these finite resources so the benefit to the student population and the school as a whole is maximized.
5. Responsible for student financial aid functions and programs, including oversight of the Office of Financial Aid Services; oversee evaluation of student financial aid needs/eligibility and selection of candidates, including determination of type and amount of financial assistance to be awarded; ensure high customer service level; lead financial aid staff such they perform role as the final step in securing a student's acceptance of an offer of admissions; and administer rules and regulations set forth by the Federal Government concerning government funds and conditions established by donors of funds.
6. Responsible for information technology functions including all aspects of IT support, IT infrastructure maintenance and proactive planning servers, other hardware, peripherals, workstations, laptops, etc.), support of employee and student technology, support of classroom AV and lecture recording, production, retention and playback for distance based and web-enhanced courses, and building LMS courses and the related technical support of educational technology. Develops long-term IT strategies for the school. Oversees coordination with DHTS IT leadership and OIT IT leaders to ensure the school's central IT needs are met.
7. Oversees human resources, payroll, and related processes (including the adherence to Duke policies). Final school approval for staff salary, hiring, termination, and related decisions.

8. Oversees management of facilities, including all related facility support functions and amenities. Responsible for short and long-range space planning and creating proposals to meet space needs.
9. Oversees processes related to the review/approval of reimbursement requests, travel requests, invoice payments, purchase requisitions, and other administrative and accounting processes.
10. Responsible for the School's Business Development initiatives and office, including oversight of strategy and execution of plans to increase non-traditional, surplus-generating revenue to help reduce the School's reliance upon tuition as a funding source.
11. Review and analyze departmental organizational and operational responsibilities and needs; make recommendations to enhance efficiency and effectiveness of administrative support activities.
12. Direct various personnel actions including, but not limited to, hiring, promotions, and performance appraisals; make work assignments and review work of subordinate employees; advise and direct departmental administrative personnel within the school.
13. Perform other related duties incidental to the work described herein.

**Requirements**

Bachelor's degree required. Masters in Business Administration preferred. At least eight years experience successfully managing financial functions, human resources, information technology, and marketing or communications functions in a healthcare or academic setting required. Significant experience as the senior financial and IT leader of an organization including direct responsibility for general ledger accounting functions required. Non-profit or fund accounting experience preferred.