Position Announcement
Assistant Director of Center Administration
Department of Accountancy - Gies College of Business
University of Illinois at Urbana-Champaign

Position: Assistant Director of Center Administration

Reports to: Director of the Illinois-Deloitte Foundation Center for Business Analytics and the Director of the Vernon K. Zimmerman Center.

Responsibilities: To oversee the logistical and operational aspects of the University of Illinois-Deloitte Foundation Center for Business Analytics and the Vernon K. Zimmerman Center. This person will develop and maintain internal and external communications that complement the Centers’ missions, as well as manage all administrative aspects for the Centers.

Department of Accountancy and Both Centers

- Manage administration for the centers (coordinate meetings, accommodations, travel arrangements for guest speakers, promotions for public lectures, catering, etc.). Assist the Centers’ Directors with appointments, travel arrangements, and course preparation.

- Manage the budget for the centers and prepare reports for the Directors in coordination with the Director of Administration. Create budgets for various events (analytics summit, symposiums, receptions and special events).

- Work with the Directors to continually refine the mission and strategic vision of the centers and to modify short and long-term priorities and objectives.

- Coordinate the collection of data from Program Directors for the assurance of learning aspect of the AACSB’s accreditation review process. This includes the organization and dissemination of reports to stakeholders.

- Collaborate with Program Directors to create an Assessment of Learning Tools and Procedures document for each program (BS, MAS, MSA, MS Tax and PhD).

- Assist the department in preparing spreadsheets and calculating data for a variety of surveys.

- Maintain departmental website.

Illinois Deloitte Foundation Center for Business Analytics

- Organize summits, workshops and conferences.

- Lead the communications efforts, including developing website content and the identification and communication of campus-wide data analytics opportunities.

- Organize and manage the curricula beta test program, including the selection of and communication with beta testers and the effective release of content via a suitable LMS.

- Manage the data carpentry and fellow programs, including the nomination and selection processes and regular communications to ensure they integrate effectively into the Center’s activities.

- Supervise and assist the data carpentry and fellow programs with tracking progress, scheduling, construction of case studies and ensuring data is properly vetted and documented.

- Organize the advisory committee, including the scheduling of regular meetings, selecting new committee members, and ensuring information is properly communicated.

- Serves as liaison with analytics focused student groups, faculty and staff as appropriate.

- Other related duties as assigned.
Vernon K. Zimmerman Center

- Assist in the publication process for The International Journal of Accounting. This includes receiving papers, forwarding to reviewers, receiving reviews, communicating with authors, co-authors and reviewers and maintaining the manuscript database. Coordinate and communicate with the English editor, Journal editor and co-editors, and publisher to insure timely publication of manuscripts.

- Coordinate annual International Journal of Accounting Symposium. This includes reserving the conference site, registration of participants, organizing the program and coordinating reimbursements. Issue call for papers, receive manuscripts and assist in the review process. Work closely with the symposium organizer(s) and co-host university faculty and staff.

- Plan and prepare the annual reception at the European Accounting Association sponsored by The International Journal of Accounting. This includes sending invitations to various groups and arranging the logistic details of the reception.

- Manage the process involved with the Zimmerman Center visiting scholars program. This includes sending letters of invitation and corresponding with accepted scholars using the iStart system. Upon arrival, prepare necessary paperwork using the iStart, visas and extensions. Acclimate scholars with regard to University policies and procedures. Assist scholars with auditing courses and serve as a resource for inquiries pertaining to university procedures and the community.

Education: Bachelor’s Degree Required

Experience: At least 3 years of relevant professional experience.

Required Knowledge:

- Proficient with Microsoft Word, Excel, Access and Outlook; ability to learn and work with a variety of University of Illinois software programs and applications.
- Ability to perform well under pressure and time constraints
- Ability to maintain productivity and efficiency with high level of interruption
- Effective verbal and written communication skills with strong attention to accuracy and detail.
- Ability to multi-task, prioritize, work independently, and take initiative
- Solid analytical and investigative skills
- Ability to use discretion in handling confidential information

Preferred Knowledge:

Knowledgeable of the University of Illinois policies and procedures

Rank, Salary and Beginning Date of Employment:

This full-time position is that of an Academic Professional employee without tenure. Service is required on a 12-month basis. Salary will be commensurate with experience and qualifications. Anticipated starting date is February 1, 2018. In order to ensure full consideration, applications must be received by January 8, 2018.
Application Process:

For full consideration, please create your candidate profile at https://jobs.illinois.edu and upload your required documents, including cover letter, resume and three professional references. Interviews may be conducted prior to the closing date; however, no hiring decision will be made until after closing date.

For further information regarding application procedures, you may contact: (Lynn Rubarts, 217-244-5464 or lrubarts@illinois.edu)

The University of Illinois conducts criminal background checks and will request academic transcripts for degree verification from all job candidates upon acceptance of a contingent offer.

The University of Illinois is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply. For more information, visit http://go.illinois.edu/EEO. To learn more about the University’s commitment to diversity, please visit http://www.inclusiveillinois.illinois.edu