



IUPUI

**OFFICE OF
INTERNATIONAL AFFAIRS**

INDIANA UNIVERSITY-PURDUE UNIVERSITY

Indianapolis

Senior Director, Administration (Project Management Leader)

Job ID	301862	Location	Indianapolis, Indiana
Full/Part Time	Full-Time	Regular/Temporary	Regular

Department

INTERNATIONAL AFFAIRS (IN-INTP-IUINA)

Department Information

We welcome applications from all individuals, regardless of age, gender, gender identity, sex, race, religion, color, disability, protected veteran status, sexual orientation, national origin, or any other legally protected category.

For information about the department, please visit: [Office of International Affairs at IUPUI](#). Additional information about Indiana University's comprehensive employee benefits program can be found [here](#).

Job Summary

Provides leadership of the administrative and operational processes of the Office of International Affairs (OIA) and oversight of strategic initiatives and special projects that advance the academic internationalization of IUPUI.

Department-Specific Responsibilities:

- Provides executive leadership in support of OIA units and the Associate Vice Chancellor of International Affairs.
- Manages the budget process and provides oversight of finances, operational policy, and personnel.
- Develops and coordinates special projects in support of OIA strategic priorities; manages and develops innovative administrative policies and practices; supervises staff; and designs strategic and proactive approaches and solutions required to expand comprehensive internationalization at IUPUI.
- Manages OIA budgets and budgetary processes; provides unit-level oversight of payroll and processing; informs and provides analysis of budgets and annual budget planning for OIA.
- Serves as primary OIA liaison to the Fiscal Officer for IUPUI Academic Affairs and OIA's Campus HR Business Partner
- Manages the annual salary increase process including consulting with the AVC and directors on salary and merit pool funding allocations.
- Forecasts expense and revenue budgets throughout the fiscal year and makes recommendations based on financial analysis of prior years' revenue and commitments.
- Monitors monthly transactions and expenses.
- Manages the annual OIA service fee proposal process for both general and auxiliary accounts.
- Approves expenditures; assures that financial records and metrics are being sustained.

- Provides budgetary recommendations, and leads the annual budget requests process, including supporting the construction and preparation of the annual budget and budget documentation for campus.
- Assists in developing budgets for grant proposals and provides consultation on OIA grant budget oversight.
- Oversees administrative staff who processes all OIA travel, vendor procurements, and purchasing.
- Provides strategic guidance to existing or proposed OIA approaches to hiring, staffing, unit reorganizations, work compensation, departures, and annual reviews.
- Provides internal oversight of OIA staffing and human resources processes and procedure.
- Provides coordination on the development and revision of position descriptions in alignment with the IU HR Framework.
- Contributes strategic and budgetary guidance for unit re-organizations.
- Supervises the OIA Client Services Manager
- Makes and communicates operational decisions to ensure that OIA and Client Services sustain high-quality services and support the needs of diverse stakeholders.
- General Responsibilities
- Participates on senior leadership teams to formulate strategic planning and the highest-level operational objectives for project management areas.
- Establishes long-term business plans and long-term strategic objectives.
- Manages projects to ensure on-time completion according to specifications and within budgeted costs.
- Directs leadership staff who provide supervision to project management teams.
- Responsible for escalated operational issues, including human resources and/or people management situations.
- Drives innovation and excellence within the area of project management, reviews and creates policies and procedures.
- Determines overall budget for project management teams; reviews and approves financial proposals from direct reporting leaders; has significant fiscal responsibilities that require frequent interaction with executive leaders.
- Provides expertise and identifies grant and/or funding opportunities; develops business relationships across the university and externally.

Qualifications

EDUCATION

Required

- Bachelor's degree in relevant field

Preferred

- Master degree

WORK EXPERIENCE

Required

- 5 years of relevant experience
- 3 years of management experience

Preferred

- 5 years related of work experience in executive-level office and/or higher education administration, and/or organizational or program management
- Experience in the academic internationalization of higher education
- **Combinations of related education and experience may be considered**

SKILLS

Required

- Ability to lead/manage others
- Proficient communication skills
- Maintains a high degree of professionalism
- Ability to drive multiple projects to successful completion
- Demonstrates project management skills
- Excellent organizational skills
- Instills commitment to organizational goals
- Ability to work within tight time frames and meet strict deadlines
- Effective interpersonal skills
- Builds and manages effective teams
- Maintains composure under pressure
- Effective conflict management skills

Preferred

- Experience in strategic thinking, analysis of multi-scalar situations, and data-informed decision making
- Excellent customer service skills
- Ability to build, foster and maintain positive professional relationships and work environment.
- Excellent attention to detail, organizational skills, time management and sound judgment
- Ability to manage multiple tasks simultaneously and a high degree of initiative for bringing tasks to completion
- Solid analytical, decision making and problem-solving skills
- Ability to complete projects on time and on budget, and report on status and progress

- Excellent computer skills with experience using word processing, spreadsheet, database and presentation software
- Demonstrates skills in global engagement and understanding

Working Conditions / Demands

This role requires the ability to effectively communicate and to operate a computer and other standard office productivity equipment. The position involves sedentary work as well as periods of time moving around an office environment and the campus. The person in this role must be able to perform the essential functions with or without an accommodation. Occasional International and Domestic Travel might be required

Work Location

IUPUI
Indianapolis, Indiana

Advertised Salary

Salary range: \$90,000 - \$105,000

Job Classification

Career Level: Strategic

FLSA: Exempt

Job Function: General Administration

Job Family: Project Management

[Click here to learn more about Indiana University's Job Framework.](#)

Posting Disclaimer

Due to the COVID-19 pandemic, there may be differences in the working conditions as advertised in our standard job postings (e.g., the ability to travel from one campus to another, etc.). If you are invited for an interview, please discuss your questions or concerns regarding the working conditions at that time.

This posting is scheduled to close at 11:59 pm EST on the advertised Close Date. This posting may be closed at any time at the discretion of the University, but will remain open for a minimum of 5 business days. To guarantee full consideration, please submit your application within 5 business days of the Posted Date.

If you wish to include a cover letter, you may include it with your resume when uploading attachments.

New employees will be provided with information regarding Indiana University's COVID-19 vaccine policy, which includes the opportunity to request an exemption. To learn more, view our [COVID-19 vaccine information page](#).

Equal Employment Opportunity

Indiana University is an equal employment and affirmative action employer and a provider of ADA services. All qualified applicants will receive consideration for employment based on individual qualifications. Indiana University prohibits discrimination based on age, ethnicity, color, race, religion, sex, sexual orientation, gender identity or expression, genetic information, marital status, national origin, disability status or protected veteran status. Indiana University does not discriminate on the basis of sex in its educational programs and activities, including employment and admission, as required by Title IX. Questions or complaints regarding Title IX may be referred to the U.S. Department of Education Office for Civil Rights or the university Title IX Coordinator. [See Indiana University's Notice of Non-Discrimination here which includes contact information.](#)

Campus Safety and Security

The Annual Security and Fire Safety Report, containing policy statements, crime and fire statistics for all Indiana University campuses, is [available online](#). You may also request a physical copy by emailing IU Public Safety at iups@iu.edu or by visiting IUPD.

Contact Us

[Request Support](#)

Telephone: 812-856-1234