

Inviting inquiries and interest for the position of Director of Finance & Administration

The University of Georgia's School of Public and International Affairs invites inquiries and interest for the open position of *Director of Finance and Administration*. The successful candidate will be the Chief Business Officer (CBO) for the School and oversees all administrative, IT, fiscal, and human resource functions. If you are interested in learning more, please contact Dean Matt Auer at matthew.auer@uga.edu. All inquiries will be considered confidential.

Contact Us

Apply

What you will love about this role

This role makes a daily difference in the operations of the School of Public & International Affairs, which strives to make the world a better place by training tomorrow's leaders on global issues. Leading a diverse and high-performing team, the CBO provides strategic guidance to school leadership, helps drive innovation through higher levels of productivity, and represents SPIA among campus leaders.

About the position

This individual will lead a financial, HR, and IT team supporting the business operations of three academic departments and three research and intervention centers. This role regularly interacts with campus leadership and other schools and colleges to examine operational processes and adapt to evolving ways of conducting business in higher education. The scope of responsibilities includes working within a broad array of financial and HR formats and systems, internal communications, process design and improvement, and collaboration across a variety of university-wide initiatives. The position entails coordinating with senior levels of the university on procedure design and communication, and helping to lead and manage a variety of business improvement projects. The variation in work and organizational influence makes this role particularly exciting. Exceptional leadership, organizational, and time management skills are integral to this position. This role is a coach and mentor, among a variety of constituents, and is one of the biggest change agents for the school and university. More than anything, we are seeking an individual who is passionate and driven to succeed, in keeping with our team's outstanding culture, and someone who values a strong culture of excellence in general. Learn more about our team and our culture <https://spia.uga.edu/about/>.

Why UGA

Every day we are developing and executing innovative solutions to the world's problems and changing lives. At UGA, we are training teachers, improving crop yields, protecting the environment, and curing disease; we are lifting families to new heights, helping students realize their potential, and advising governments at all levels. When we view our careers through this lens – through the impact of lives changed across the globe – we work with a purpose.

We have a lot to offer everyone who joins our team. Our total compensation package is competitive. In addition to a salary and generous benefits package, supplemental benefits like the [Tuition Assistance Program](#) can add significant compensatory value. Finally, the intangible benefits and the opportunity to be a part of something bigger – being part of a legacy spanning more than 235 years – are immeasurable.

If you share the same passion that we do, we hope you will consider this opportunity. If you have questions or would like to learn more, please contact Matthew Auer at matthew.auer@uga.edu.

SPIA's mission

Our mission is to **prepare undergraduate and graduate students for good citizenship and careers** in public life, and to **train future generations of teachers and scholars** in the fields of international affairs, political science, and public administration and policy.

Our business team

The SPIA Business team consists of problem solvers and facilitators. We believe that strategic use of resources and effective communication are keys to building strong partnerships, and strong partnerships are key to great achievements. Our team members are wonderful colleagues, they are passionate about SPIA's mission, and they see their work as having direct effect on students' and researchers' lives – and on the wellbeing of the citizens of Georgia, the U.S., and the world

SPIA by the numbers

