



Business Officers:
College of Arts & Sciences
Hankamer School of Business
Student Life

BAYLOR UNIVERSITY INVITES NOMINATIONS AND APPLICATIONS FOR THE POSITION OF BUSINESS OFFICER.

The Business Officer will be the senior advisor and partner on all financial and administrative matters and represents the Dean or Vice President on such matters to the University. Reporting directly to the Dean or Vice President, this leadership position is responsible for the effective conduct of business affairs and the appropriate allocation of resources to achieve the University's and Division's education, research, and business objectives. In addition to reporting to the Dean or Vice President, the Business Officer receives direction and guidance from the Chief Business Officer as a member of the University's Business Officer Council and is accountable for the sound, compliant and prudent operation of business.

Baylor is seeking Business Officers for the following academic and administrative units within the University:

College of Arts and Sciences – The College of Arts & Sciences (the “College”), created in 1919, is Baylor University's largest academic division and home to approximately 45 percent of all undergraduates. Arts & Sciences courses are the foundation upon which all Baylor students' educational experiences are built. The College includes 25 academic departments and 12 academic centers and institutes; more than 60 majors from which to choose, leading to one of four degree tracks (BA, BS, BFA, BSAS); and, more than 5,000 courses, spanning disciplines from the arts and humanities to the social and natural sciences. The College offers many nationally ranked master's and doctoral programs across all arts and sciences disciplines, as well as a wide variety of research opportunities for both graduate and undergraduate students. The College also offers international study opportunities, as well as numerous exchange and affiliate programs with universities throughout the world.

Hankamer School of Business – The Hankamer School of Business (“HSB”) was established at Baylor in 1923. The School’s top-ranked programs combine rigorous classroom learning, hands-on experience in the real world, a solid foundation in Christian values, and a global outlook. Recognized nationally for several programs, HSB is comprised of seven academic departments and multiple Centers and Institutes. Its students comprise more than 25% of Baylor's total undergraduate student body. Graduate students choose from full-time, executive, or online MBA, or other specialized master’s and Ph.D. programs.

Division of Student Life – The Division of Student Life is one of the largest non-academic units on campus, serving all Baylor students across 16 departments which collectively seek to enrich the Baylor experience through life-changing co-curricular programs and services resulting in an integrated education known for leadership, service, Christian faith, and the total development of students. The Division of Student Life has over 200 employees and graduate assistants who engage students across a variety of service and program areas encompassing student health and wellness (e.g., the Health Center and student recreation), spiritual formation (e.g., chapel and campus ministries), student engagement (e.g., campus housing and campus programming), and intercultural engagement (e.g., multicultural activities and diversity work).

Baylor University is a private Christian University and a nationally ranked Research 1 institution. The University provides a vibrant campus community for more than 20,000 students by blending interdisciplinary research with an international reputation for educational excellence and a faculty commitment to teaching and scholarship. Chartered in 1845 by the Republic of Texas through the efforts of Baptist pioneers, Baylor is the oldest continually operating University in Texas. Located in Waco, Baylor welcomes students from all 50 states and more than 90 countries to study a broad range of degrees among its 12 nationally recognized academic divisions.

BUSINESS OFFICER LEADERSHIP OPPORTUNITIES

Senior advisor and strategic partner to Dean/Vice President in optimizing the school or division's mission and outcomes through the allocation of financial and human resources and the oversight of those resources consistent with University policies. The business officer has the opportunity to work closely with senior administrators and faculty in an environment committed to research excellence and student success, serving as a valued collaborator. The business officer's work will be evident in program success.

Change agent in enhancing sound business practices within these schools and divisions. The business officer will be able to make a significant impact on the administrative operations of the University by recommending and implementing best practices, particularly in the areas of planning, budgeting, financial reporting, and implementing proper internal controls over transaction processing.

Leadership opportunity to join a University-wide administrative team committed to professional excellence and growth. The business officer will join a University and School/Division administration that supports sound practices and encourages continuous improvement to those practices. Business Officers join with other business leaders in forming a team committed to the highest standards of performance.



RESPONSIBILITIES

- Provides financial and business oversight of units that report to the School/Division and all activities of the School/Division ensuring appropriate accounting, reporting, and compliance with policies, regulations, and external restrictions
- Coordinates with University's Advancement Office, Office of Vice Provost for Research, Division leadership, and the Research Development Office to plan and support external funding opportunities
- Provides financial management, guidance, and support to the Vice President or Dean and leads units in developing, implementing, and evaluating new business and revenue generating opportunities in alignment with University and School/Division strategic plans
- Develops, analyzes, and implements effective and innovative budget and administrative strategies for School/Division and units
- Leads School/Division budget creation, budget projections, and analysis of expenses, serving as a key resource/liaison with central Baylor finance teams
- Formulates financial strategies and contingencies; Understands the financial condition of the unit in relation to the University's overall financial position and translates data for the Vice President or College/School Dean and departments
- Employs a proactive, future-based approach to workforce planning to ensure the School/Division is strategically positioned to meet rapidly evolving opportunities and challenges. Develops plans and alternatives for management actions
- Coaches and trains employees; participates in interviews and hiring decisions; manages staff; evaluates employee performance; addresses complaints and resolves problems
- Administers financial operations, processes, and procedures and ensures support of audit and compliance functions, maintenance of strong internal controls, and risk management activities

REQUIRED QUALIFICATIONS

- Bachelor's degree in business, finance, or accounting from an accredited institution is required; an advanced degree in finance or MBA and CPA preferred
- Minimum of 7 years progressively responsible management experience in a finance/accounting function is required; experience in non-profit finance and grant management preferred
- Ability to embody the Baylor culture and possess a deep appreciation for the University's Christian mission

PREFERRED ATTRIBUTES

- Strong evidence of significant business acumen with ability to gather, synthesize, analyze, and manage large amounts of complex data from numerous internal and external sources
- Change agent able to identify, analyze, and recommend impactful changes with the ability to help a variety of others successfully navigate forward through changes
- A curious, agile, innovative, and flexible problem-solver with the ability to create or influence win-win outcomes resulting in cost-savings, revenue generation, or other types of innovation
- Leads through collaboration, transparency, building trust, and effectively utilizing data for decision making
- Experience in planning and analysis and process redesigns, along with a proven track record of successfully overseeing innovative business plans and implementing effective action plans
- Ability to develop, analyze, and implement effective and innovative budget, financial and administrative strategies
- Strong communicator with excellent communication skills (verbal, written, and listening), ability to communicate difficult and complex matters in a meaningful way to a range of audiences and skill levels, and effective in educating on financial and administrative matters across audiences
- Maintains discretion and highest professional standards while working with confidential information
- Advocate for own unit while understanding and coordinating with the university resources, systems, and mission delivery as a whole



Pat Neff Hall
Baylor University

ABOUT BAYLOR

Baylor provides a vibrant campus community for more than 20,000 students by blending interdisciplinary research with an international reputation for educational excellence and a faculty commitment to teaching and scholarship.

The mission of Baylor University is to educate men and women for worldwide leadership and service by integrating academic excellence and Christian commitment within a caring community.

Information about Baylor's traditions can be found at [Baylor Traditions](#).

CORE CONVICTIONS

The number of national universities that take their religious identity seriously is small, and Baylor is one of a smaller group representing the free church tradition of Christianity. Among these, Baylor already stands out for its achievements, academic and religious. And judged by objective academic standards, Baylor continues to move forward with distinction.

- Encourage the integration of Christian faith and the intellectual life;
- Support, encourage, and expect excellence in all undertakings;
- Provide a unique place for learning and the building of community;
- Equip individuals to understand life as a divine calling and thus serve society and the world in the name of our Lord Jesus Christ;
- Promote the health of mind, body, and spirit as these are understood in the Christian tradition and by the best of modern physical and psychological science;
- Strive to illuminate and enrich human experience by the word of God and the best of human science and culture;
- Encourage the understanding and care of the natural world as a matter of Christian stewardship;
- Facilitate the discovery of new knowledge to the glory of God and the betterment of humanity;
- Extend the campus in time and space to embrace our entire community in relationships of caring and mutual benefit; and
- Anticipate and respond to change in higher education and the world.

CHRISTIAN COMMITMENT

During the nineteenth and twentieth centuries, prestigious institutions of higher education founded on Christian principles began a relentless retreat from their spiritual heritage. During that time and into the twenty-first century, Baylor has remained one of the few to persist in the belief that not only can its Baptist heritage inform a vital approach to life in general, it can also inform the life of the mind specifically.

Baylor continues to hold firm to the conviction that the world needs a preeminent research university that is unambiguously Christian, where such a commitment does not imply a lack of scholarly inquiry, but rather requires scholarship and creative endeavors at the highest levels of quality to complement and inform its teaching and service.

The foundation for Baylor's position in higher education is articulated in its mission statement, foundational assumptions, core convictions and unifying academic themes. These commitments motivated the founding of Baylor and have guided the University at every point in its history. They continue to define Baylor's exceptional character, purpose and vocation in the world of higher education.

ACADEMICS

Students study a broad range of degrees -- 26 undergraduate degree programs, 80 master's programs, and 47 doctoral programs -- across among Baylor's 12 nationally recognized academic divisions:

- College of Arts & Sciences
- Diana R. Garland School of Social Work
- George W. Truett Theological Seminary
- Graduate School
- Hankamer School of Business
- Honors College
- Law School
- University Libraries
- Louise Herrington School of Nursing
- Robbins College of Health and Human Sciences
- School of Education
- School of Engineering & Computer Science
- School of Music

ATHLETICS

Participating in 19 varsity sports, Baylor student-athletes compete at the highest level on the field, on the court, and in the classroom consistently ranking among the Big 12's and nation's best.

STRATEGIC PLAN

Baylor's growth as a research university is rooted in its enduring Christian commitment. We believe all truth is God's truth, fully open to inquiry and debate within the free marketplace of ideas that top-tier academic institutions foster. The University's strategic plan, Illuminate, calls Baylor faculty to engage in multidisciplinary, "signature" academic initiatives and contribute as mentors to undergraduates and graduate students through high-impact learning experiences.

Five areas of focus have been identified in Illuminate -- Health, Data Sciences, Materials Science, Human Flourishing, Leadership, and Ethics, and Baylor in Latin America. These initiatives will enable the creation of centers of research excellence through multidisciplinary scholarship and collaboration with faculty appointments from departments, schools, and external partners.

CARING COMMUNITY

At Baylor, service is integrated into the fabric of campus life, grounded in a Christian understanding of hospitality that motivates humble service to all. This exists within the classroom, where world-class faculty commit themselves to the education of Baylor students. It exists in the Waco community, where students, faculty and staff engage with their local community to impact people's lives. And it exists on the other side of the world, as students work to serve people of all nations as the teachings of our Lord and Savior Jesus Christ teach us. Calling oneself a Baylor Bear means confessing membership in a dedicated community of academic excellence and servant leadership.



ABOUT WACO

Waco sits along the Brazos River and is conveniently located in between Dallas, Austin, and Houston. With a metro population of more than 245,000, Wacoans come from diverse backgrounds and represent myriad cultures, religions, and identities. The vibrant city is filled with distinct districts, each home to shops, restaurants, and attractions with unique characteristics:

- **Downtown** – Park street-side on Austin Avenue and explore Waco’s picturesque urban hub, characterized by small shops and eateries, including the popular shops at River Square Center.
- **Elm Avenue** – Restaurants, festivals, and pop-up vendors such as Eastside Market characterize this corridor bounding the Brazos River across from downtown.
- **La Salle Corridor** – Historically a hub for Hispanic businesses, this district offers a bit of everything with local shops, iconic restaurants, including Health Camp and Magnolia Table, and home to the Waco Flea Market - a must-see for deals and unique finds.
- **River District** – Bounding the Brazos River, Waco’s Iconic Suspension Bridge, Indian Springs Park ,and Branding the Brazos Sculptures call this pedestrian-friendly district home.
- **Silo District** – Home to Magnolia’s iconic Silos property, including a bakery and gardens, as well as their nearby coffee shop, Magnolia press, this district is home to many nationally-famous Fixer Upper ventures.
- **Uptown** – Starting at Austin and 15th Street, this well-established district is currently home to trendy boutiques.



APPLICATIONS, NOMINATIONS, AND EXPRESSIONS OF INTEREST

AGB Search is pleased to assist Baylor University with this leadership search.

To apply for the Business Officer position, candidates are requested to submit the following: (i) a resume; (ii) a letter of interest; and (iii) contact information for five references (to be contacted with candidate's permission at a later date). Application materials should be sent to: BaylorBusiness@agbsearch.com by December 5, 2022 for best consideration. The search will remain open until an appointment is made.

Nominations and expressions of interest in the Business Officer position are encouraged. Please direct them to BaylorBusiness@agbsearch.com or to the AGB search consultants listed below:

Larry Ladd, Executive Search Consultant
larry.ladd@agbsearch.com / 508-274-0910

Julie Staggs, Executive Search Consultant
julie.staggs@agbsearch.com / 571-970-7895

Nick Omichinski, Research Associate
nick.omichinski@agbsearch.com / 202.640.6721 ext 721

Baylor University is a private not-for-profit university affiliated with the Baptist General Convention of Texas. As an Affirmative Action/Equal Opportunity employer, Baylor is committed to compliance with all applicable anti-discrimination laws, including those regarding age, race, color, sex, national origin, military service, genetic information, and disability. Baylor's commitment to equal opportunity and respect of others does not undermine the validity and effect of the constitutional and statutory protections for its religious liberty, including, without limitation, the religious organization exemption under Title VII of the Civil Rights Act of 1964, the religious exemption to Title IX of the Education Amendments of 1972, and the Free Exercise Clause of the First Amendment to the United States Constitution, among others. Baylor encourages women, minorities, veterans, and individuals with disabilities to apply.

EEO/M/F/Vets/Disabled

AGB
SEARCH

Advancing Higher Education Leadership

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