



ST. FRANCIS XAVIER UNIVERSITY

Manager, Academic Data, Planning and Finance

St. Francis Xavier University, located in Antigonish, Nova Scotia, is a top-ranking Canadian university focused on academic excellence, innovation in teaching and research, service to society and international outreach.

We are seeking a Manager, Academic Data, Planning and Finance to join the Office of the Academic Vice-President and Provost (AVP&P). Reporting to the AVP&P, this position is responsible for the academic budget as well as academic institutional data management, research and planning in the Office of the AVP&P. This position also works closely with the Vice-President, Finance and Administration, the Director, Finance, Deans, Registrar and other senior University administrators in carrying out their duties.

This is a non-union full-time position (37.5 hours/week) in Salary Band G (tentative band; subject to committee approval) which has a range of \$90,441 to \$110,487.

Key Responsibilities:

- Lead projections and budgeting for the University's academic functions, including coordination, compilation, review and analysis.
- Administer the academic budget on an ongoing basis including creating projections, reviewing payroll requests and performing journal entries.
- Support financial sustainability and development of new and existing programs.
- Provide finance support for academic and research functions including academic department budgets and other areas reporting to the AVP&P.
- Compile, analyze and provide support for the University's ongoing planning processes by reporting key metrics and identifying areas of opportunity and improvement.
- Develop standardized practices for collecting, analyzing and interpreting data to ensure data accuracy and integrity in all reports that are created and disseminated.
- Acquire, manipulate, develop, and maintain longitudinal data sets, verifying accuracy and consistency over time, in the context of evolving requirements regarding reporting institutional facts.
- Design, execute, analyze, communicate, and consult on the results of ongoing and one-time analytical studies using appropriate inferential statistics.

Qualifications/Skills:

- Master's Degree in Social Sciences, Educational Administration, Economics, Public Administration or a similar field (or combination of skills and experience)
- Chartered Professional Accountant designation preferred.
- At least 5 to 7 years of experience in a related position, preferably at a University or other post-secondary institution.
- Requires advanced skills in Microsoft Office, particularly Excel.
- Requires experience with open-source data platforms and coding (R, Python).
- Experience supervising and providing leadership to staff preferred.
- Strong report writing and oral presentation skills and the ability to present complex topics to a diverse audience.
- Strong problem-solving skills and the ability to complete multiple tasks in a timely and effective manner.
- Highly organized; able to produce high quality work and meet deadlines under pressure

Posted July 22, 2022

Closing date for applications is 1 p.m. (AT), Friday, August 5, 2022. To apply please submit a letter of application and a resume in confidence to:

Human Resources, StFX University
email: careers@stfx.ca

Only those selected for an interview will be contacted.

St. Francis Xavier University is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People.

StFX is seeking candidates who are committed to contributing to our priorities of equity, diversity, and inclusion. A demonstrated ability in fostering a climate of inclusion and cultural safety is a strong asset. Preference will be given to applicants who bring lived experience of historically excluded groups.

We are also committed to the elimination of barriers to participation for persons with disabilities. Should you require an accommodation during the recruitment process, please contact Human Resources at hr@stfx.ca or 902-867-5038.