



DIRECTOR OF PROCESS SIMPLIFICATION

The University of Virginia invites applications for the Director of Process Simplification in the Office of the Vice President for Management and Budget.

Overview:

This position directs the University's formal improvement effort, known as Process Simplification (PS). Process Simplification is a managerial improvement approach, which seeks to enhance the quality, effectiveness, and efficiency of processes that affect faculty, staff, and students.

The Office of the Vice President for Management and Budget (VPMB) supports the University's mission by providing primary financial and administrative services. The VPMB Office oversees operations that include budget and financial planning, the capital program, facilities management, procurement services, state governmental relations, space and real estate management, and process simplification. The Director of Process Simplification reports to the Assistant Vice President for Management and Budget (AVPMB).

Position Responsibilities:

The Director serves as a leader and consultant for improvement throughout the institution. In collaboration with the AVPMB, the PS Coordinator, the PS Advisory Committee, and the PS Steering Committee, the Director conceptualizes and implements the pan-University, strategic improvement effort and manages the daily operations.

The Director oversees a variety of initiatives to promote continuous improvement and organizational effectiveness in administrative and academic areas. S/he provides project management to cross-functional project teams, guiding the work from initiation to execution. S/he designs and delivers educational opportunities for the University community, enabling faculty and staff to apply improvement principles to their own work. In general, Process Simplification efforts seek to simplify steps in a process; eliminate duplication; maximize the use of available resources; improve communication; and enhance the overall quality of services delivered. Additionally, s/he assumes other duties, such as committee assignments and special projects, as determined by the AVPMB.

For more information about Process Simplification, visit: <http://www.virginia.edu/processsimplification>

Qualifications:

- Advanced degree preferred with emphasis in one or more of the following areas: organizational development, assessment, program evaluation, quantitative and qualitative research, planning, training, higher education, or management. Bachelor's degree in relevant field with significant, appropriate experience may be considered in lieu of advanced degree.
- Demonstrated experience with and knowledge of quality/improvement methodologies, principles, and concepts; project management; and change management.
- Ability to lead and facilitate group work.
- Strong quantitative and qualitative research skills and the ability to analyze and interpret data.
- Effective interpersonal, written, and verbal communication skills, including the ability to communicate with people from all levels and backgrounds at the University.
- Working knowledge of a higher education institution's structures and functions, or the ability to immediately generalize knowledge from a comparable professional organization.

To Apply:

To apply, complete an application and attach a cover letter, resume, and a list of references, through Jobs@UVA: <https://jobs.virginia.edu>. Review of applications will begin April 29, 2009; however, the position will remain open until filled.

All inquiries, applications and nominations will be held in the strictest of confidence. The University of Virginia is an Equal Opportunity/Affirmative Action Employer and is committed to enhancing multicultural and gender diversity.