AUBURN
Human Resources

Asst VP, Enterprise Transformation Officer

Job Description

JOB INFORMATION

Job Code	KC29
Job Description Title	Asst VP, Enterprise Transformation Officer
Pay Grade	FO17
Range Minimum	$152,080
33rd %	$202,780
Range Midpoint	$228,130
67th %	$253,470
Range Maximum	$304,170
Exemption Status	Exempt
Organizational use restricted to the following divisions	110 SVP-Business & Administration & CFO
Approved Date:	9/23/2026 10:39:51 AM

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Business Administration

JOB SUMMARY

Provides executive leadership and strategic direction for the University's Enterprise Resource Planning (ERP) implementation and transformation initiatives. Oversees cross-functional planning, governance, budget management, vendor partnerships, organizational readiness, and business process redesign to ensure successful delivery of program objectives while advancing operational excellence and supporting Auburn University's long-term strategic goals.

RESPONSIBILITIES

- Provides overall leadership and strategic direction for the enterprise implementation program, ensuring alignment with institutional goals and maintaining Auburn University's ownership of project decisions, priorities, and outcomes.
- Directs and coordinates cross-functional project teams, including functional, technical, data, change management, and readiness resources, to ensure successful execution of project objectives, deliverables, and timelines.
- Oversees program governance, decision-making, risk management, issue resolution, and organizational readiness efforts, ensuring appropriate escalation, communication, documentation, and implementation of key decisions.
- Partners with executive sponsors, project leadership, the project management office, and external implementation partners to monitor program performance, resource allocation, budget, quality, dependencies, and overall project health.
- Leads business process transformation initiatives by promoting adoption of leading practices, identifying opportunities for operational improvement, and ensuring solutions support long-term institutional needs rather than replicating legacy processes.
- Provides executive-level reporting and recommendations regarding project status, budget, readiness, risks, and deployment decisions, ensuring institutional impacts and operational considerations are fully evaluated prior to implementation.
- Manages vendor and systems integrator relationships, holding internal and external stakeholders accountable for commitments, deliverables, and performance expectations.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	No specific discipline. A Master's degree in Business Administration, Information Systems, Information Technology, or related field is desired.	and	10 years of	experience in process improvement, data analysis, and/or project management. At least 5 years of experience managing and supervising employees. At least 5 years of experience managing within a university environment is desired.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Strong leadership and management skills to guide and motivate teams toward achieving operational excellence and organizational goals.	
Knowledge in implementing and integrating business processes and systems to drive process improvement and efficiency.	
Advanced data analysis and visualization skills, with the ability to derive actionable insights from data to inform decision-making.	
Advanced understanding of policies and operating procedures within a university environment, particularly in the context of business and administrative units.	
Ability to interpret business data, operational processes, and strategic vision, translating them into actionable plans and recommendations.	
Understanding of the business environment of a large university system, including a basic understanding of the university system's policies and operating procedures.	
Knowledge of business systems analysis methodologies and a keen awareness of current technological developments and trends in this field.	
Current knowledge of relevant state-of-the-art technology, equipment, and systems used in the context of business and administrative operations.	
Knowledge of agile methodologies, with a detailed focus on deployment and integration processes, enabling adaptability and efficiency in project management.	
Strong ability to analyze, organize, and prioritize work effectively, even when facing multiple deadlines, ensuring tasks are completed efficiently and on schedule.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Certified Public Accountant (CPA)			Desired	Or
Certified Project Management Professional (PMP)-PMI			Desired	

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking				X		
Sitting				X		
Lifting			X			15 lbs
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically.