



Executive Director-Admin & Finance-Provost

Position Prospectus

The Opportunity

The University of Alabama at Birmingham (UAB) welcomes applications for a strategic leader with well-honed financial and leadership expertise, and a commitment to fostering an academic and work environment of collaboration throughout the Office of the Provost.

Reporting to the Senior Vice President for Academic Affairs and Provost, the Executive Director-Admin and Finance works alongside leadership to ensure academic goals drive strategic financial decisions. The Executive Director will lead proactive, solution-oriented financial and administrative initiatives and serve as a strategic advisor to the Provost to support the Provost's goals, the university's academic mission, and institutional priorities.

This role oversees financial, administrative, and personnel operations for provost units and related academic units (i.e., Graduate School, Libraries, Honors College) with a focus on collaborative financial planning, strategic budget development, and operational efficiency.



The University

The University of Alabama at Birmingham (UAB) is part of the University of Alabama System. Since becoming an autonomous campus of the University of Alabama System in 1969, UAB has earned international recognition for its innovative academic programs in a range of disciplines, groundbreaking research and scholarship, and leading-edge patient care. UAB has helped build the future through innovative ideas and initiatives in the classroom, the laboratory, and in the studio and clinic. UAB is in a strong financial position with favorable enrollment trends, a growing research base, healthy financial margins, and modest debt.

The total operating budget for UAB in FY25 is \$5,197,600,204, including the University Hospital and Health System Administration. UAB FY24 state educational appropriations totaled \$328,912,180, an increase of 20% since 2018. The university has an Aa2 rating from Moody's and an AA+ rating from S&P. [Click here](#) to see annual financial reports and [here](#) to see budget summary books.

UAB partnered with the University of Alabama System, the State of Alabama, and the Birmingham community in successful efforts to combat COVID-19 and its variants. During the pandemic, UAB made record-breaking strides campuswide and emerged more driven than ever to serve and succeed in all pillars of its mission: Education; Research, Innovation & Economic Development; Patient Care; and Community Engagement.



**Be a part of the best.
Be a part of UAB.**

- #1 America's Best Large Employer and #1 Best Employer for Diversity among colleges and universities**
Forbes, 2021
- #1 Cybersecurity program in the U.S.**
Fortune, 2023
- #1 Young U.S. University two years in a row
#10 and #12 Young University worldwide**
Young University Rankings Times Higher Education, 2018, 2019
- #1 Master of Science in health administration**
U.S. News & World Report, 2023
- 1st Health Promoting University in the nation**
International Health Promoting Campuses Network
- Top 8% of universities worldwide**
Best Global Universities, U.S. News & World Report, 2022-2023
- 11 Best Online Programs**
Best Online Colleges, U.S. News & World Report, 2023
- UAB Online is #15 in the U.S.**
America's Top Online Colleges, Newsweek, 2023
- 16 programs in Top 25**
America's Best Graduate Schools list, U.S. News & World Report, 2023
- 17th among all public universities for federal research funding**
NSF Higher Education Research and Development Survey, 2020
- 5 straight years Higher Education Excellence in Diversity Award and Diversity Champion**
INSIGHT into Diversity magazine
- 8th largest hospital in the U.S.**
Becker's Hospital Review, 2021
- 8 specialties ranked among top 50 programs of their kind**
Best Hospitals, U.S. News & World Report, 2021-2022
- Rated highest among Best Hospitals for Maternity Care**
U.S. News & World Report, 2022-2023
- Obstetrics and Gynecology is #5 in the nation**
U.S. News & World Report, 2022-2023



Mission & Values

VISION

UAB is a world-class research university and academic health system committed to understanding and improving the human experience.

MISSION

UAB enriches society and improves health and well-being through transformational educational experiences, groundbreaking research, innovation and entrepreneurship, community engagement, and world-class patient care while serving our UAB, local and global communities.

SHARED VALUES

UAB Shared Values: We CARE

- **C**ollaborate: Work as a team for the greater good.
- **A**ct with Integrity: Be accountable and do the right thing.
- **R**espect All: Champion diversity and opportunities for all with civility.
- **E**xcel: Innovate and strive for excellence.

Strategic Plan

UAB's strategic plan for 2024-2028, *Forging Ahead*, outlines our mission, vision, values, peers, foundations and pillars, as well as outlines institutional goals, strategies to achieve them and measurements of success. It also provides a guide and framework for each school, college and unit across the enterprise to update localized strategic plans.

In January 2022, the Strategic Planning Council was launched and charged by President Ray Watts to refresh UAB's 2018-2023 strategic plan, *Forging the Future*. The goal was to guide the institution's continued growth, unprecedented success and positive impact for the next five years, 2024-2028, keeping in mind the importance of the plan's positive impact on the people who make up the UAB community, as well as those in Birmingham, across Alabama and around the world.

Forging Ahead

was presented to the campus community on October 25, 2023. The plan is built on the foundations of Financial Sustainability, Diversity, and Environmental Stewardship, with four pillars of focus — Education; Research, Innovation and Economic Development; Community Engagement; and Patient Care.



Research

UAB's robust research enterprise continues the most successful era of extramural research funding in its history. UAB ranks in the top 4% among public U.S. universities for NIH awards. UAB annual research expenditures totaled \$780 million in FY23, an 82% growth over 10 years. All six UAB health-related schools are top 20 among publics in NIH funding. UAB research encompasses a wide range of disciplines and emerging new fields, and spans the continents in scope: developing revolutionary treatments for the most devastating human diseases, from diabetes to cancer to Alzheimer's disease; pioneering new materials for everything from stronger military gear to bio-coatings for cardiac stents; combating cybercrime perpetrated from computers around the globe in a one-of-a-kind cyber forensics center through collaborations with the FBI, Homeland Security and industry partners such as Facebook and Google; and making significant advances in climatology, marine biology and medicine in the far reaches of Antarctica. In 2019, UAB was selected as one of eight national Udall Centers of Excellence in Parkinson's Disease.



As the leading public academic medical center in the Deep South, UAB took a lead role in the battle against COVID-19. Through January 2022, UAB Hospital treated over 6,400 COVID-positive patients and 74% of on-campus students. Nearly 92% of UAB employees were compliant with COVID-related policy. UAB clinicians, experts and volunteers worked with the Alabama Department of Public Health and other partners to provide care for more than 267,500 residents in all 67 counties of Alabama. UAB's world-renowned infectious disease experts have continued to collaborate with local, state, and federal agencies to deliver critical information to the community, state and media audiences worldwide, doing more than 180 live

national TV appearances from UAB studio among hundreds of expert interviews. UAB set an example for the state with early, decisive action to flatten the curve and promote aggressive social distancing among its 22,000 students, 26,000 faculty and staff, and its patients from across Alabama. UAB experts in health informatics quickly developed an online symptom assessment and contact tracing tool that was adopted by the Alabama Department of Public Health and was in use at dozens of universities and organizations nationwide. UAB was on the front lines of public health and spearheading the development of possible therapeutics against COVID-19, including Remdesivir (originally developed under the guidance of the UAB-led Antiviral Drug Discovery and Development Center to treat MERS), which was considered one of the most promising treatments for the disease. Within three months of the beginning of the pandemic, UAB raised over \$1.5 million from local philanthropic sources to support 24 internal, high-impact projects developed by UAB faculty.

Academics

The university comprises 12 academic units (Schools of Business, Dentistry, Education, Engineering, Graduate School, Health Professions, Medicine, Nursing, Optometry, and Public Health; Honors College; and the College of Arts and Sciences). In fall 2024, UAB welcome 20,905 enrolled students, seeing a 1.1% increase in graduate students and a 3.2% increase in doctoral students. Underrepresented groups comprise 55% of the student body. UAB was the first academic partner to support the Birmingham Promise scholarship in providing Birmingham City Schools graduates an opportunity to attend the university with a tuition scholarship match and additional academic support.

Academic programs at all levels — undergraduate through postdoctoral — are nationally recognized for exceptional research and service-learning opportunities. Undergraduate programs and the Honors College offer the type of hands-on, closely mentored research experiences found primarily at the graduate level in most universities. In the past few years, UAB has launched new programs in immunology, digital forensics, genetics and genomic sciences, bioinformatics, and cancer biology (B.S.) and neuro-engineering (Ph.D.) that are the first programs of their kind in the nation.

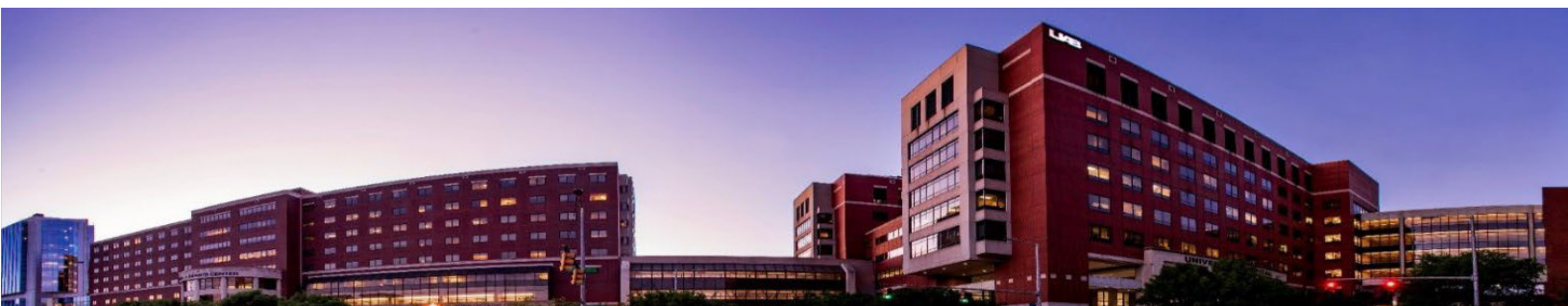
UAB programs in the schools of Nursing, Engineering, Business and Medicine are highly ranked in the 2025 *U.S. News & World Report* Best Graduate School Rankings. The School of Nursing Master of Science in Nursing program is ranked No. 10, the second time the MSN program has been in the top 10. Additionally, the school's Doctor of Nursing Practice program is ranked No. 11, the highest DNP ranking since at least 2019. UAB's Master of Business Administration program in the Collat School of Business came in at No. 98, the highest-ranked Alabama school acknowledged.

The Collat School of Business' online Master of Science degree in management information systems received UAB's highest ranking from U.S. News & World Report of No. 3 in the 2025 Best Online Programs, marking one of three programs that ranked in the top 25 this year.

Health Sciences & Medical Center

As a nationally and globally competitive academic medical center, UAB provides world-class patient care for the state and region — with more than 1.8 million clinical visits and \$78.4 million in charity care last year — and is committed to educating medical professionals and advancing medical science through research. In 2024, UABHS acquired Ascension St. Vincent's to increase access to high-quality, innovative medical care through multiple outlets and health programs. UAB Hospital also has strong ties with other governmental and private nonprofit institutions located within and adjacent to the UAB campus, including Veterans Affairs Medical Center and Children's of Alabama.

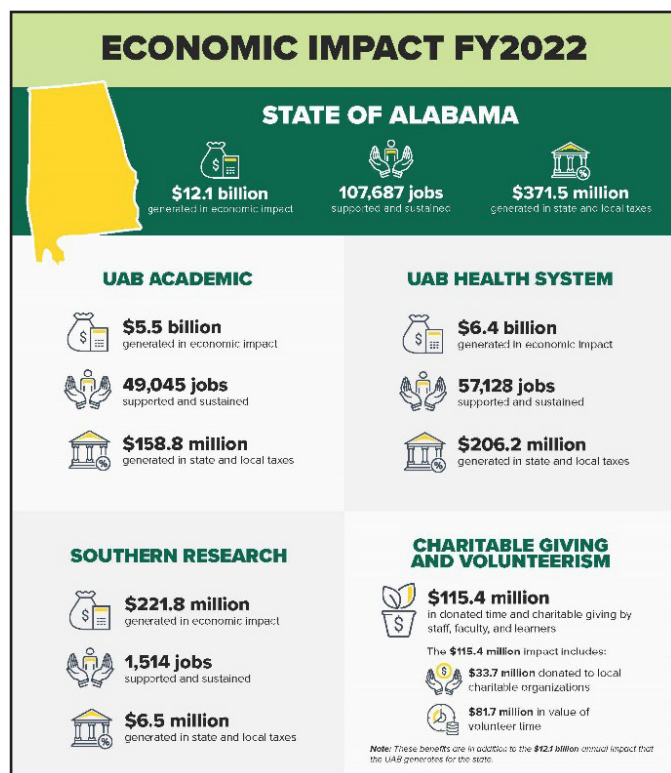
The flagship UAB Hospital is continually ranked the number one hospital in Alabama by U.S. News and World Report. It is also the largest in Alabama and eighth largest in the U.S., with 1,207 beds. UAB Hospital is the state's only Level I Trauma Center accredited by the [American College of Surgeons](#). The O'Neal Comprehensive Cancer Center at UAB is the only NCI-designated center in Alabama and in a four-state region, and is a national leader in driving cancer research, treatment, and training. In January 2022, UAB (which has performed the second-most kidney transplants in the history of medicine and the most for African Americans) successfully tested the world's first human preclinical model for transplanting genetically modified pig kidneys into humans — providing a peer-reviewed proof of concept for xenotransplantation and offering a pathway to a robust, sustainable supply of lifesaving organs. In 2023, UAB's uterus transplant program celebrated the birth of its first baby.



Innovation & Economic Impact

Driven by an intensely collaborative and entrepreneurial character, UAB is the economic engine of the region with a statewide economic impact exceeding \$12.1 billion annually. A new [report](#) shows the University of Alabama at Birmingham's annual economic impact in Alabama grew from \$4.6 billion in 2008 and \$7.15 billion in 2016 to \$12.1 billion in 2022 — a 41% increase since 2016 and a 163% increase since 2008. UAB is Alabama's largest single-site employer, with nearly 28,000 faculty and staff, and supports more than 107,600 jobs statewide — one of every 20 Alabama jobs. UAB's decades-long partnership with its community and state has led to the economic, cultural, and social renaissance of Birmingham — the state's largest metro area, with a population of 1.1 million — as the city has grown from a primarily steel-based economy to a thriving nexus of R&D, medicine, banking, and other service industries.

The UAB Harbert Institute for Innovation and Entrepreneurship (HIIE) is accelerating commercialization and training tomorrow's entrepreneurs. In FY23, HIIE achieved its ninth straight year with a positive bottom line (among only 20% of university technology transfer offices nationally). In 2024, HIIE generated \$6.5 million in revenues, 124 Intellectual Property Disclosures, 17 U.S. patents, and five startups poised for launch. UAB continues collaborating with Southern Research, Innovation Depot, the City of Birmingham, Jefferson County Commission, Birmingham Business Alliance, the corporate community, and other partners to foster a robust technology-based economy for the region and state.



Community Impact

In 2019, UAB named Mona Fouad, M.D., director of the UAB Minority Health and Health Equity Research Center, and her team's "Live HealthSmart Alabama" project the winning proposal of the university's first [Grand Challenge](#), a key component of UAB's strategic plan, Forging the Future. As the winner, Fouad's team is supported with a five-year, \$5 million award from the university to fund the initial effort to address and improve the state's low health rankings.

The Times Higher Education Impact Rankings 2020 highlighted the impact of UAB on society to build healthier communities, ranking UAB first in the United States and seventh in the world for achieving good health and well-being community outreach. [Live HealthSmart Alabama](#) aims to improve the health outcomes in Alabama by 2030 by addressing changes in policies, neighborhoods, schools, and workplaces. UAB partnered with the City of Birmingham to create a smoke-free Health District on Birmingham's Southside. Lakeshore Foundation and UAB have collaborated on rehabilitative science research to improve the quality of life for individuals with physically disabling conditions. The Sparkman Center for Global Health works to alleviate health problems in less developed countries by increasing public health capacity, and UAB's School of Nursing is designated as a Pan American Health Organization/World Health Organization (among 43 worldwide) for their sustained involvement in developing the global nursing workforce. The employee-led Benevolent Fund has donated more than \$4.95 million in emergency funds to employees in crisis as well as \$44 million to more than 250 local nonprofits. As of 2025, UAB employees and students completed their eighth Habitat for Humanity House, with 3,998 volunteers contributing 18,091 hours of their time. Blazer Pulse, a community service application, has logged over 100,000 hours of service with an estimated economic impact of \$3.6 million.

In December 2020, UAB became the first U.S. university to adopt the Okanagan Charter and to be recognized internationally as a Health Promoting University. UAB's work to promote bee conservation and growth was recognized by being named a Bee Campus USA by Bee City USA.

Arts

UAB also promotes the cultural and artistic vitality of its community and state. The Alys Stephens Center is Birmingham's home for the performing arts, hosting the Alabama Symphony Orchestra, internationally renowned musicians, and performances by UAB's departments of music and theater. The Alys Stephens Center also takes the arts into the community through its ArtPlay and Arts in Medicine — and is the anchor of UAB's Cultural Arts Corridor, which includes the state-of-the-art Abrams-Engel Institute for Visual Arts.



Facilities

The UAB campus comprises more than 100 continuous city blocks — a quarter of downtown Birmingham. The campus master plan focuses on enhancing growth management and innovative facilities to support the pillars of the strategic plan. An updated campus master plan received approval in April 2021. Recent projects include Honors Hall, the Collat School of Business, School of Nursing, University Hall, McMahon Hall and the Technology Innovation Center. Ongoing and upcoming projects include the Science and Engineering Complex, and the Altec/Styslinger Genomic Medicine & Data Sciences Building. Since 2013, 17 new major university construction projects have been completed or are under construction with almost 1.1 million gross square feet of facilities added to UAB's footprint. When the 10 major renovations are included in the total, more than \$1.1 billion has been spent by the institution to advance learning and aggressively expand its research portfolio, related funding and economic impact. Impactful growth continues in the health sector as well, with \$525 million spent on new construction, renovations, medical technology, and real estate acquisitions over the past 10 years.



Since 2013, 34 new major construction projects for the UAB Health System have been completed or are under construction with 2.5 million gross square feet of facilities added. Ten major new buildings are planned in the next five years, which will add an additional 1.6 million square feet space. Ten major renovations also are planned. In 2025, UAB received board approval to begin renovating Zeigler Building and the University Hospital as well as constructing the Student Services building. The 134,000-square foot space will house the president, provost, finance and administration, public relations and university relations. The four-story building will also include admissions, the registrar's office, financial aid, a writing center and an academic success center.

Athletics

UAB is a current member of the American Athletic Conference. The university participates in Division I of the NCAA, sponsoring six men's teams and 12 women's teams. Blazer Basketball won its conference championship in 2022 against Louisiana Tech, and Blazer Football, having moved into the new Protective Stadium in 2021, won the 2022 Bahamas Bowl, defeating Miami of Ohio. New and upcoming athletic facilities include a Football Operations Center, Basketball Practice Facility, and a Baseball/Softball Clubhouse. The Blazer athletes' graduation rate has increased from 75% to 94% since 2015, and the American Athletic Conference invited UAB to join its league beginning July 1, 2023, a move that increases the visibility and competitiveness of UAB Athletics on a national stage. Since 2015, the Department of Athletics has received more than \$71 million in new philanthropic and community support and built or renovated 25 facilities.



The Location — Birmingham, Alabama

Located in the heart of the Southeast, Birmingham is a short drive from Atlanta, Nashville, New Orleans, Memphis, the Blue Ridge Mountains, and Gulf Coast beaches. Birmingham has been recognized as an “All-American City” by the National Civic League, as one of the top 10 American cities to live and work, one of the top 10 entrepreneurial and job growth hot spots in America and Conde Nast Traveler’s pick for one of 22 Best Places to Go in 2022.

Downtown Birmingham has enjoyed a revitalization in recent years, with the development of Railroad Park — an award-winning urban park — and its adjacent Regions Field, home to the minor league Birmingham Barons — an award-winning stadium. The park and stadium projects have kickstarted major growth in surrounding districts, including craft breweries, boutique shops, restaurants, loft and apartment buildings, innovative workspaces, and hotels. Birmingham’s airport, Birmingham-Shuttlesworth International Airport, was completely renovated in 2013. Because of this platform, and because of its sports history, Birmingham was selected to serve as the host city of the 2022 World Games. [UAB played a major role](#) in coordinating the spectacular event — providing athletic venues and hosting 3,600 athletes from more than 100 countries.

Birmingham is also a renowned culinary destination, with one of its signature restaurants recently winning two James Beard Foundation awards and many other restaurants named as finalists. Food critics across the country have discovered Birmingham’s food scene and consistently rank it as one of the best food cities in America.

There are a host of attractions only a short walk from UAB’s campus. The Birmingham Civil Rights District National Monument, composed of sites such as Sixteenth Street Baptist Church, Kelly Ingram Park, and the Civil Rights Institute, is a major destination for visitors from around the world. Birmingham’s cultural scene is thriving, with museums, galleries, music and arts festivals, theaters and live music venues, a professional ballet company, a professional opera company, a School of Fine Arts, the Jazz Hall of Fame, the recently restored historic Lyric and Alabama theaters, and UAB’s Alys Stephens Performing Arts Center, home of the Alabama Symphony Orchestra.

Birmingham is in proximity to many state and national parks, lakes, urban greenspaces, and hiking and biking trails. The city has more green space per capita than any other major city in the United States. [Explore Birmingham online.](#)

Recent rankings for Birmingham include:

- No. 1 employer in the state (Forbes, 2022) — UAB
- No. 3 best-in-state large employer (Forbes, 2023) – UAB
- No. 1 city in the country where your paycheck goes the furthest (Trulia, 2018)
- No. 2 up-and-coming tech hotspots (Livability, 2018)
- No. 3 in economic growth potential (Business Facilities, 2019)
- No. 3 for new business climate (Business Facilities, 2019)
- No. 4 best employer for diversity in America (Forbes, 2021) — UAB
- No. 4 best cities for job seekers (Thrillist, 2019)
- No. 7 city with the fastest-growing income (Smart Asset, 2017)
- No. 8 most affordable city to live and work (Business Student, 2019)
- Top 10 up-and-coming foodie city (Trip Advisor, 2018)



The Office of the Provost

The UAB Office of the Provost, led by Senior Vice President for Academic Affairs and Provost Janet Woodruff-Borden, Ph.D., is the academic heart of UAB. The office is dedicated to fostering excellence in teaching, learning, and student experience. It supports faculty, staff, and students in achieving their academic and professional goals while advancing UAB's mission of to be a world-class research university and academic health system committed to understanding and improving the human experience.

Dr. Woodruff-Borden leads a talented team of vice provosts and deans. Immediate office units include Enrollment & Student Success, Institutional Effectiveness & Academic Planning, Innovative Teaching and Academic Engagement, Administration & Finance, Deans, Faculty Affairs, and Centers.

UAB boasts 12 colleges and schools that offer more than 240 degree and certificate programs, collectively. UAB's comprehensive academic programs are rigorous, interdisciplinary, and useful. Expert faculty provide a supportive learning environment that fosters curiosity, encourages innovative thinking, and cultivates lifelong learning.

The Office of the Provost recently launched The Strategic and Unifying Campus Collaboration that Empowers Students to Succeed Initiative, or SUCCESS initiative, to address the challenging enrollment environment and transforms student support.

SUCCESS is a coming together of the entire institution to provide a robust and seamless experience for students. This initiative aims to not only increase enrollment, but also to increase the success of current students throughout their time at UAB and beyond.

The office is working toward a transformative change that will require UAB to think differently about partnership across the institution to support the student life cycle. Through strategic planning, investment in people, and collaboration, the office aims to ensure that UAB continues to be a decidedly sought-after destination by highly qualified students empowered to be successful.



The Role

Executive Director-Admin & Finance-Provost

SUMMARY

This role oversees financial, administrative, and personnel operations for provost units and related academic units (i.e., Graduate School, Libraries, Honors College) with a focus on collaborative financial planning, strategic budget development, and operational efficiency. The Executive Director will lead proactive, solution-oriented financial and administrative initiatives and serve as a strategic advisor to the provost to support the provost's goals, the university's academic mission, and institutional priorities. The Executive Director will work alongside the academic leaders to ensure academic goals drive strategic financial decisions.

Key Duties & Responsibilities

- Oversees fiscal and administrative management of Office of the Provost units and related academic units (such as the Graduate School, Libraries, and Honors College), ensuring budget alignment, financial compliance, and strategic planning.
- Reviews and approves Human Resource personnel actions with Office of the Provost units, providing strategic workforce planning and advising academic units.
- Serves as a strategic partner and liaison with Central Administration and other entities on financial, operational, and strategic matters impacting the Office of the Provost.
- Fosters a collaborative and welcoming workplace culture, ensuring financial decisions reflect institutional priorities.
- Provides creative and thoughtful leadership for the development of funding, compensation and resources allocation strategies and policies which enable and enhance the Office of the Provost portfolio's research, teaching and clinical missions. Advises the Provost on key financial and administrative matters.
- Develops and recommends tuition rates, collaborating with student programs, schools, and deans.
- Provides assistance to and monitors revenue-generating programs, and provides guidance to program leaders.
- Ensures compliance with internal and external audits, monitoring expenditures and overall compliance with state and university policies, staying well-versed in any policy changes.
- Provides strategic guidance to schools and academic units to ensure alignment with UAB's mission and vision as well as with the strategic goals of the Office of the Provost.
- Other duties as assigned.

QUALIFICATIONS

Minimum Qualifications:

Master's degree in Business, Economics, Finance, Management or a related field and eight (8) years of related experience required. Work experience may NOT substitute for education requirement.

KNOWLEDGE/SKILLS/ABILITIES

1. High degree of technical fiscal skills
2. Knowledge of accounting, finance, and business practices
3. Experience in higher education or related financial administrative leadership
4. Experience navigating budget models, faculty funding structures, and academic financial planning highly preferred
5. Ability to analyze and evaluate financial data to formulate strategic plans
6. Experience leading cross-functional teams and building strong partnerships with academic and administrative leadership
7. Ability to translate complex financial data into actionable insights for academic leaders

Applications

To apply, [visit us online](#).

For inquiries, please contact:

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*Manager, Talent Acquisition
and Temporary Services*

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Applications should include a detailed letter of interest and a current curriculum vitae/resume.

UAB is an Equal Opportunity/Affirmative Action Employer committed to fostering a diverse, equitable, and family-friendly environment in which all faculty and staff can excel and achieve work/life balance irrespective of race, national origin, age, genetic or family medical history, gender, faith, gender identity and expression as well as sexual orientation. UAB also encourages applications from individuals with disabilities and veterans.