



COLORADO STATE UNIVERSITY SYSTEM

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Colorado State University System is conducting a search for its next Director of Internal Audit. The Search Committee invites letters of interest and applications to be submitted through melanie.geary@colostate.edu. Review of materials will begin immediately and continue until an appointment is made, but for full consideration please submit by February 6, 2017.

DESCRIPTION OF WORK

The Director of Internal Audit shall be authorized to direct a comprehensive program of internal auditing within the Colorado State University System and shall serve the Board of Governors in its responsibility for oversight and the Chancellor in his responsibility for management. This position requires a four-year degree, master's preferred, experience in a supervisory role preferred, and broad audit experience including both financial and performance auditing.

The Director of Internal Audit is managed by the Chancellor of the Colorado State University System but has a functional and direct reporting relationship to the Board of Governors via the Board's Audit Committee.

The Director of Internal Audit shall be responsible for:

1. Developing policies and procedures for the Internal Auditing Department that shall be reviewed by the Chancellor and Audit Committee.
2. Selecting and hiring qualified staff.
3. Developing staff resources.
4. Establishing and executing recommended plans of work that will ensure appropriate long and short-term internal audit coverage of the organization. Annual plans shall be developed based on an annual analysis of risks and shall be reviewed with the Chancellor or his designee. Final review and approval for the annual audit plan will be the province of the Board's audit committee.
5. Coordinating work with external auditors on behalf of the Audit committee and in collaboration with the Chancellor or his designee.
6. Representing the Board of Governors and the Chancellor of the Colorado State University System to external auditors, as directed.
7. Supervising internal audit projects, either directly or through subordinates. This includes planning, executing, and writing-up activities.
8. Recommending improvement of management controls designed to safeguard organization resources, promote efficiency and effectiveness of operations, and ensure compliance with organization policies and procedures and government laws and regulations.
9. Authorizing the publication of the results of audit examinations, including recommendations for improvement, in coordination with the Chancellor and Chair of the Audit Committee.
10. Appraising the adequacy of the action taken by operating management to correct reported deficient conditions; accepting adequate corrective action; continuing reviews with appropriate management personnel on action considered inadequate until there has been a satisfactory resolution of the matter.
11. Conducting special examinations at the request of the Audit Committee or the Chancellor (or his designee).



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12. Ensuring that all actions are conducted objectively and with independence, in both function and appearance, from internal departments.

EEO Statement: Colorado State University System is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy and will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. Colorado State University System is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action.