

Position Description

Position Number: A99343

Active

Position Title: Assistant to the Dean - Academic Affairs

Employee Classification: Exempt Salaried Staff (02)

Description Effective Date: 08/16/2018

Organization Code/Desc: 290007 / Peer Academic Support Services

Position Status: A

Type: S

Salary Grade: 43

Report To Position: A97862

Exempt Indicator: Y

Position Group Code: STFF

FT/PT Status: F

Position Class Code: 3031

Relavant Position Change History

Title	Grade	Change Date	Report To Position
Assistant to the Dean - Academic Affairs	43	03/13/2022	A97862
Assistant to the Dean - Academic Affairs	40	03/13/2022	A97862
Assistant to the Dean - University College	40	06/30/2022	A97862

Working Title

Summary

Under the direction of the Dean, will assist the Dean with the functions of college objectives, plans, policies and procedures. Manages financial operations and maintain balanced budgets within the college. Coordinates, manages, and/or performs a wide variety of administrative support activities for an academic dean while maintaining confidentiality at all times.

Work Remotely Hybrid Eligible (1-4 Days)

Key Roles and Responsibilities

25% Manages financial operations and maintains balanced budgets within the college. Oversees the spending/budgeting of state appropriated funds, soft funds, student fees, grants, private donations and other monies received within the college. Analyzes department/program expenditures to determine trends and fiscal responsibility; recommends solutions to the deans and department chairs. Analyzes budget reports and other fiscal data for the dean. Reports on such issues and handles questions regarding budget balances, proper expenditure of funds, travel expenses, budget transfers, etc. Maintains inventory of office equipment and supplies. Assists the dean in PBA planning and preparation of funding requests.

20% Manages the administrative functions of the Dean's office suite. Manages and maintains confidential, efficient and professional functioning of dean's suite. Advises the dean on position vacancies, job postings, and hiring of positions, maintaining Safe Hire training. Works with deans and department chairs in developing job descriptions and new hire paperwork. Advises and informs the deans and department chairs on personnel related issues.

15% Assists the Dean in resolving problems which impact the college, both internally and externally. Serves as a member of the leadership council of the college contributing to strategic directions and long-term planning. Serves as liaison for the Dean between the college and other internal and external agencies. Assists with maintenance of college website ensuring it is up-to-date and contains accurate information. Assists with preparation, maintaining, and designing images for college digital signs, promotional materials, and presentations.

15% Coordinate the training of department chairs and administrative assistants on tracking faculty workloads, managing budgets, preparing various reports, ePAFs, eSAFs, and implementing

college/University policy and procedures. Assists the department chairs and Dean in proposing merit increases, managing research funds, grants, travel and other awards.

10% Assists the Dean with day-to-day activities: correspondence, writing/preparing reports, preparing presentations, maintaining personnel and financial files, tracking tenure and promotion dates and files. Manage the tracking and reporting of faculty workload and ensure departmental and college compliance.

15% Analyze, interpret and predict impact of course enrollments, new academic programs, program growth or decrease, changes in budgets and other changes that affect the college. Assists with projects and serve on committees within the institution as assigned. Performs other duties as assigned.

Knowledge Knowledge of planning and scheduling techniques. Knowledge of finance, accounting, budgeting, and cost control procedures. Knowledge of office management principles and procedures. Knowledge of academic administrative principles and procedures.

Skills Word processing and/or data entry skills. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. Skill in organizing resources and establishing priorities. Records maintenance skills.

Abilities Ability to lead and train staff and/or students. Ability to create, compose, and edit written materials. Ability to coordinate and organize meetings and/or special events. Ability to coordinate and work with various stakeholder in and outside of the college.

Discretion & Independent Judgment on Matter of Significance

N Does the employee have authority to formulate, affect, interpret, or implement management policies or operating practices?

N Does the employee have the authority to hire and terminate an employee?

N Does the employee perform work that affects operations to a substantial degree, even if the employee's assignments are related to operation of a particular segment of the University?

N Does the employee have authority to commit the employer in matters that have significant financial impact?

N Does the employee have authority to waive or deviate from established policies and procedures without prior approval?

N Does the employee have authority to negotiate and bind the University on significant matters?

N Does the employee provide professional/consultation advice to management?

Y Does the employee participate in planning long or short term business objectives?

N Does the employee investigate and resolve matters of significance on behalf of management?

Y Does the employee represent the company in handling complaints, arbitrating disputes, or resolving grievances?

Financial Accountability

Y 0

Monitors. To monitor a budget means to watch and check the budget for a specific purpose, such as to prepare necessary documentation for supervisory review/approval, tabulate budgetary data, calculate figures, and check for accuracy.

Minimum Qualifications TBD

Preferred Qualifications Finance and Accounting experience in a public university setting

Licenses or Certifications

Physical Demands

Rarely	Climbing, ascending or descending from a ladder, stairs scaffolding, etc.
Rarely	Bending or stooping; bending downward and forward by bending spine at waist or by bending leg/spine.
Rarely	Twisting; turning the upper body while maintaining a stationary at lower body position.
Rarely	Kneeling; bending at the knee to come to a rest on knee or knees.
Rarely	Crawling; moving about on hands and knees or hand and feet.
Occasionally	Reaching; extending hand(s) and arm(s) overhead, lower or horizontally of the body.
Frequently	Standing; particularly for extending periods of time.
Frequently	Sitting; particularly for extending periods of time.
Frequently	Walking; moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another. Excludes walking to/from work area or cafeteria, etc.
Consistently	Vision ability; close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
Frequently	Fine Hand Manipulation; fingering, picking pinching, typing or otherwise working primarily with fingers rather than the whole hand.
Rarely	Pushing/Pulling; using upper extremities to press against something with a steady force in order to thrust forward, downward or outward or to exert force in order to draw, haul, or tug objects in a sustained motion.
Frequently	Grasping; applying pressure to an object with the finger or palm.
Frequently	Talking; expressing or exchanging ideas by means of the spoken word. Those activities in which they must be convey detailed or important spoken instructions to other workers accurately, loudly or quickly.
Frequently	Hearing; perceiving the nature of sounds at normal speaking level with or without correction. Ability to receive detailed information through oral communication and to make the discriminations in sound.
Consistently	Seeing; required to have close visual acuity to perform an activity such as: preparing and analyzing data and reports; transcribing; viewing a computer terminal; extensive inspection involving small defects, small parts, operations of machines (including inspection) or to make general observations facilities or structure (i.e. security guard, inspectors, etc.); using measurement devices; and/or assembly or fabrication parts at distance close to eye.
Rarely	Lifting; raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Up to 10 pounds

Working Conditions

Rarely	Exposure to unusual elements, such as extreme temperature, dirt, fumes, smoke, unpleasant odors, and/or loud noises.
Rarely	Work in confined and crowded areas.
Rarely	Exposure to gases/chemicals or other hazardous materials.
Rarely	Exposure to live circuits and/or operating machinery.

Occasionally Travel; requires a current Driver's Licenses.

Position Description

Position Number: A99335

Active

Position Title: Assistant to the Dean - Finance and Operations - CET

Employee Classification: Exempt Salaried Staff (02)

Description Effective Date: 08/16/2018

Organization Code/Desc: 260001 / TC Dean

Position Status: A

Type: S

Salary Grade: 43

Report To Position: A98828

Exempt Indicator: Y

Position Group Code: STFF

FT/PT Status: F

Position Class Code: 3031

Relavant Position Change History

Title	Grade	Change Date	Report To Position
Assistant to the Dean - Finance and Operations - CET 40	40	05/05/2020	A98828
Assistant to the Dean - Finance and Operations - CET 40	40	05/05/2020	A98828
Assistant to the Dean - Finance and Operations - CET 40	40	05/05/2020	A98828
Assistant to the Dean - Finance and Operations - CET 40	40	05/05/2020	A98828
Assistant to the Dean - Finance and Operations - CET 43	43	03/13/2022	A98828

Working Title

Summary

Under the direction of the Dean, will assist the Dean with the functions of college objectives, plans, policies and procedures. Manages financial operations and maintain balanced budgets within the college. Coordinates, manages, and/or performs a wide variety of administrative support activities for an academic dean while maintaining confidentiality at all times.

Work Remotely Not Eligible

Key Roles and Responsibilities

25% Manages financial operations and maintains balanced budgets within the college. Oversees the spending/budgeting of state appropriated funds, soft funds, student fees, grants, private donations and other monies received within the college. Analyzes department/program expenditures to determine trends and fiscal responsibility; recommends solutions to the deans and department chairs. Analyzes budget reports and other fiscal data for the dean. Reports on such issues and handles questions regarding budget balances, proper expenditure of funds, travel expenses, budget transfers, etc. Maintains inventory of office equipment and supplies. Assists the dean in PBA planning and preparation of funding requests.

20% Manages the administrative functions of the Dean's office suite. Manages and maintains confidential, efficient and professional functioning of dean's suite. Advises the dean on position vacancies, job postings, and hiring of positions, maintaining Safe Hire training. Works with deans and department chairs in developing job descriptions and new hire paperwork. Advises and informs the deans and department chairs on personnel related issues.

15% Assists the Dean in resolving problems which impact the college, both internally and externally. Serves as a member of the leadership council of the college contributing to strategic directions and long-term planning. Serves as liaison for the Dean between the college and other internal and external agencies. Assists with maintenance of college website ensuring it is up-to-date and contains accurate information. Assists with preparation, maintaining, and designing images for college digital signs, promotional materials, and presentations.

15% Coordinate the training of department chairs and administrative assistants on tracking faculty workloads, managing budgets, preparing various reports, ePAFs, eSAFs, and implementing college/University policy and procedures. Assists the department chairs and Dean in proposing merit increases, managing research funds, grants, travel and other awards.

10% Assists the Dean with day-to-day activities: correspondence, writing/preparing reports, preparing presentations, maintaining personnel and financial files, tracking tenure and promotion dates and files. Manage the tracking and reporting of faculty workload and ensure departmental and college compliance.

15% Analyze, interpret and predict impact of course enrollments, new academic programs, program growth or decrease, changes in budgets and other changes that affect the college. Assists with projects and serve on committees within the institution as assigned. Performs other duties as assigned.

Knowledge Knowledge of planning and scheduling techniques. Knowledge of finance, accounting, budgeting, and cost control procedures. Knowledge of office management principles and procedures. Knowledge of academic administrative principles and procedures.

Skills Word processing and/or data entry skills. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. Skill in organizing resources and establishing priorities. Records maintenance skills.

Abilities Ability to lead and train staff and/or students. Ability to create, compose, and edit written materials. Ability to coordinate and organize meetings and/or special events. Ability to coordinate and work with various stakeholder in and outside of the college.

Discretion & Independent Judgment on Matter of Significance

N Does the employee have authority to formulate, affect, interpret, or implement management policies or operating practices?

N Does the employee have the authority to hire and terminate an employee?

N Does the employee perform work that affects operations to a substantial degree, even if the employee's assignments are related to operation of a particular segment of the University?

N Does the employee have authority to commit the employer in matters that have significant financial impact?

N Does the employee have authority to waive or deviate from established policies and procedures without prior approval?

N Does the employee have authority to negotiate and bind the University on significant matters?

N Does the employee provide professional/consultation advice to management?

Y Does the employee participate in planning long or short term business objectives?

N Does the employee investigate and resolve matters of significance on behalf of management?

Y Does the employee represent the company in handling complaints, arbitrating disputes, or resolving grievances?

Financial Accountability

Y 20000000

Analyzes. To analyze a budget means to separate the budget into elements and critically examine it to arrive at a conclusion or recommendation; critically review budgetary data, verify figures, and develop budget proposals; recommend allocation of dollars to programs services or departments; and study all the factors in order to determine a financial solution or outcome.

Minimum Qualifications TBD

Preferred Qualifications Finance and Accounting experience in a public university setting

Licenses or Certifications

Physical Demands

Rarely	Climbing, ascending or descending from a ladder, stairs scaffolding, etc.
Rarely	Bending or stooping; bending downward and forward by bending spine at waist or by bending leg/spine.
Rarely	Twisting; turning the upper body while maintaining a stationary at lower body position.
Rarely	Kneeling; bending at the knee to come to a rest on knee or knees.
Rarely	Crawling; moving about on hands and knees or hand and feet.
Occasionally	Reaching; extending hand(s) and arm(s) overhead, lower or horizontally of the body.
Frequently	Standing; particularly for extending periods of time.
Frequently	Sitting; particularly for extending periods of time.
Frequently	Walking; moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another. Excludes walking to/from work area or cafeteria, etc.
Consistently	Vision ability; close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
Frequently	Fine Hand Manipulation; fingering, picking pinching, typing or otherwise working primarily with fingers rather than the whole hand.
Rarely	Pushing/Pulling; using upper extremities to press against something with a steady force in order to thrust forward, downward or outward or to exert force in order to draw, haul, or tug objects in a sustained motion.
Frequently	Grasping; applying pressure to an object with the finger or palm.
Frequently	Talking; expressing or exchanging ideas by means of the spoken word. Those activities in which they must be convey detailed or important spoken instructions to other workers accurately, loudly or quickly.
Frequently	Hearing; perceiving the nature of sounds at normal speaking level with or without correction. Ability to receive detailed information through oral communication and to make the discriminations in sound.
Consistently	Seeing; required to have close visual acuity to perform an activity such as: preparing and analyzing data and reports; transcribing; viewing a computer terminal; extensive inspection involving small defects, small parts, operations of machines (including inspection) or to make general observations facilities or structure (i.e. security guard, inspectors, etc.); using measurement devices; and/or assembly or fabrication parts at distance close to eye.
Rarely	Lifting; raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Up to 10 pounds

Working Conditions

Rarely	Exposure to unusual elements, such as extreme temperature, dirt, fumes, smoke, unpleasant odors, and/or loud noises.
Rarely	Work in confined and crowded areas.
Rarely	Exposure to gases/chemicals or other hazardous materials.

Rarely Exposure to live circuits and/or operating machinery.

Occasionally Travel; requires a current Driver's Licenses.

Position Description

Position Number: A97380

Active

Position Title: Assistant to the Dean - CHPS

Employee Classification: Exempt Salaried Staff (02)

Description Effective Date: 05/18/2023

Organization Code/Desc: 350001 / CHPS College Health/Public Service

Position Status: A

Type: S

Salary Grade: 43

Report To Position: A98389

Exempt Indicator: Y

Position Group Code: STFF

FT/PT Status: F

Position Class Code: 3031

Working Title CHPS Finance Manager

Summary

Under the direction of the Dean, the Finance Manager will assist the Dean with the fiscal functions of all college objectives, plans, policies and procedures, manage financial operations, and track/maintain budget balances within the college. This position will coordinate and perform (with assistance from the Dean's Office Coordinator as assigned) a wide variety of financial support activities for each CHPS department to include financial forecasting, proposal reviews, account audits, balance transfers, new faculty ePAFs, position numbers, travel expense reviews, spending/budgeting of state appropriated funds, soft funds, student fees, grants, private donations, and other monies received within the college. Along with the Dean and other members of the Dean's leadership team (as appropriate), will resolve financial issues/problems which may impact the college, both internally and externally. The Finance Manager will serve as a member of the Dean's leadership team and will contribute to discussions concerning college strategic planning, setting long- and short-term goals, PBA planning, faculty workload, salary proposals, impact of course enrollments, new programs, program growth/decline, etc. The Dean's Office Coordinator will work with the Finance Manager directly on the assignments related to that position.

The Finance Manager will act as the liaison for the Dean relating to college/department finances (internally and externally), and will serve on committees as appropriate and assigned.

Work Remotely Not Eligible

Key Roles and Responsibilities

40% Assists the Dean with all fiscal functions of the college, including managing financial operations, maintaining balanced budgets, overseeing the spending/budgeting of state appropriated funds, soft funds, student fees, grants, private donations, etc. Analyzes department/program expenditures, budget reports, and other financial data to determine trends and fiscal responsibility. Reports on such issues and handles questions regarding budget balances, proper expenditure of funds, travel expenses, budget transfers, etc. Assists the Dean in resolving financial problems which impact the college, both internally and externally.

20% Serves as a member of the Dean's leadership team, contributing to discussions involving college strategic planning, setting long- and short-term goals, PBA planning, faculty workload, salary proposals, impact of course enrollments, funding requests, new programs, program growth/decline, etc. Coordinates the financial training of department chairs and administrative assistants on tracking faculty workloads, managing budgets, preparing various reports, eSAFs, and implementing college/university financial policy and procedures.

- 10% Acts as a liaison for the Dean between the college (internally/externally) as related to college finances; serves on committees as appropriate and assigned.
- 20% Coordinates and performs (with assistance from the Dean's Office Coordinator as assigned) a wide variety of financial support activities for each CHPS department to include financial forecasting, proposal reviews, account audits, balance transfers, new faculty ePAFs/CAR forms, position numbers, travel expense reviews, etc. Along with the Dean and other members of the Dean's leadership team (as appropriate), will resolve financial issues/problems which may impact the college, both internally and externally.
- 10% Performs other duties as assigned.

Knowledge Knowledge of finance, accounting, budgeting, and auditing.
Knowledge of financial forecasting.
Knowledge of expenditure review and reconciliation.
Knowledge of data tracking, comparison, and analysis.
Knowledge of administrative organization.

Skills Excellent skills in the use of Excel, including spreadsheets, databases, and other accounting software applications.
Skills in establishing priorities, problem-solving, trouble-shooting, multi-tasking, and decision-making.
Strong interpersonal skills.
Skills in organizing resources and establishing priorities.

Abilities Ability to teach accounting/record-keeping concepts.
Ability to create, compose, and edit financial reports and presentation materials.
Ability to coordinate and organize meetings and/or special events.
Ability to work with various college and university stakeholders.
Ability to communicate effectively, both verbally and in writing.
Ability to research, review, analyze, and prepare accurate financial reports.
Ability to work effectively with people of diverse backgrounds.

Discretion & Independent Judgment on Matter of Significance

- N Does the employee have authority to formulate, affect, interpret, or implement management policies or operating practices?
- N Does the employee have the authority to hire and terminate an employee?
- Y Does the employee perform work that affects operations to a substantial degree, even if the employee's assignments are related to operation of a particular segment of the University?
- N Does the employee have authority to commit the employer in matters that have significant financial impact?
- N Does the employee have authority to waive or deviate from established policies and procedures without prior approval?
- N Does the employee have authority to negotiate and bind the University on significant matters?
- Y Does the employee provide professional/consultation advice to management?
- Y Does the employee participate in planning long or short term business objectives?
- N Does the employee investigate and resolve matters of significance on behalf of management?
- N Does the employee represent the company in handling complaints, arbitrating disputes, or resolving grievances?

Financial Accountability

Y 500000

Analyzes. To analyze a budget means to separate the budget into elements and critically examine it to arrive at a conclusion or recommendation; critically review budgetary data, verify figures, and develop budget proposals; recommend allocation of dollars to programs services or departments; and study all the factors in order to determine a financial solution or outcome.

Minimum Qualifications	Graduation from an accredited institution with a bachelor's degree in accounting or finance and two years of experience related to the summary of duties OR an associate's degree, in one of the stated majors, with three years of experience OR any combination of directly related education and experience totaling six years.
Preferred Qualifications	Finance and Accounting experience in an academic setting. Education and experience exceeding eight years.
Licenses or Certifications	N/A

Physical Demands

Rarely	Climbing, ascending or descending from a ladder, stairs scaffolding, etc.
Rarely	Bending or stooping; bending downward and forward by bending spine at waist or by bending leg/spine.
Rarely	Twisting; turning the upper body while maintaining a stationary at lower body position.
Rarely	Kneeling; bending at the knee to come to a rest on knee or knees.
Rarely	Crawling; moving about on hands and knees or hand and feet.
Rarely	Reaching; extending hand(s) and arm(s) overhead, lower or horizontally of the body.
Frequently	Standing; particularly for extending periods of time.
Frequently	Sitting; particularly for extending periods of time.
Frequently	Walking; moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another. Excludes walking to/from work area or cafeteria, etc.
Consistently	Vision ability; close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
Frequently	Fine Hand Manipulation; fingering, picking pinching, typing or otherwise working primarily with fingers rather than the whole hand.
Rarely	Pushing/Pulling; using upper extremities to press against something with a steady force in order to thrust forward, downward or outward or to exert force in order to draw, haul, or tug objects in a sustained motion.
Frequently	Grasping; applying pressure to an object with the finger or palm.
Frequently	Talking; expressing or exchanging ideas by means of the spoken word. Those activities in which they must be convey detailed or important spoken instructions to other workers accurately, loudly or quickly.
Frequently	Hearing; perceiving the nature of sounds at normal speaking level with or without correction. Ability to receive detailed information through oral communication and to make the discriminations in sound.
Consistently	Seeing; required to have close visual acuity to perform an activity such as: preparing and analyzing data and reports; transcribing; viewing a computer terminal; extensive inspection involving small defects, small parts, operations of machines (including inspection) or to make general observations facilities or structure (i.e. security guard, inspectors, etc.); using measurement devices; and/or assembly or fabrication parts at distance close to eye.

Rarely Lifting; raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Up to 10 pounds

Working Conditions

Rarely Exposure to unusual elements, such as extreme temperature, dirt, fumes, smoke, unpleasant odors, and/or loud noises.

Rarely Work in confined and crowded areas.

Rarely Exposure to gases/chemicals or other hazardous materials.

Rarely Exposure to live circuits and/or operating machinery.

Occasionally Travel; requires a current Driver's Licenses.

Position Description

Position Number: A97722

Active

Position Title: Assistant to the Dean - College of HSS

Employee Classification: Exempt Salaried Staff (02)

Description Effective Date: 08/16/2018

Organization Code/Desc: 240001 / Dean HSS

Position Status: A

Type: S

Salary Grade: 43

Report To Position: A99331

Exempt Indicator: Y

Position Group Code: STFF

FT/PT Status: F

Position Class Code: 3031

Relavant Position Change History

Title	Grade	Change Date	Report To Position
Assistant to the Dean - College of HSS	43	03/13/2022	A99331

Working Title

Summary Under the direction of the Dean, will assist the Dean with the functions of college objectives, plans, policies and procedures. Manages financial operations and maintain balanced budgets within the college. Coordinates, manages, and/or performs a wide variety of administrative support activities for an academic dean while maintaining confidentiality at all times.

Work Remotely Hybrid Eligible (1-4 Days)

Key Roles and Responsibilities

- 25% Manages financial operations and maintains balanced budgets within the college. Oversees the spending/budgeting of state appropriated funds, soft funds, student fees, grants, private donations and other monies received within the college. Analyzes department/program expenditures to determine trends and fiscal responsibility; recommends solutions to the deans and department chairs. Analyzes budget reports and other fiscal data for the dean. Reports on such issues and handles questions regarding budget balances, proper expenditure of funds, travel expenses, budget transfers, etc. Maintains inventory of office equipment and supplies. Assists the dean in PBA planning and preparation of funding requests.
- 20% Manages the administrative functions of the Dean's office suite. Manages and maintains confidential, efficient and professional functioning of dean's suite. Advises the dean on position vacancies, job postings, and hiring of positions, maintaining Safe Hire training. Works with deans and department chairs in developing job descriptions and new hire paperwork. Advises and informs the deans and department chairs on personnel related issues.
- 15% Assists the Dean in resolving problems which impact the college, both internally and externally. Serves as a member of the leadership council of the college contributing to strategic directions and long-term planning. Serves as liaison for the Dean between the college and other internal and external agencies. Assists with maintenance of college website ensuring it is up-to-date and contains accurate information. Assists with preparation, maintaining, and designing images for college digital signs, promotional materials, and presentations.
- 15% Coordinate the training of department chairs and administrative assistants on tracking faculty workloads, managing budgets, preparing various reports, ePAFs, eSAFs, and implementing college/University policy and procedures. Assists the department chairs and Dean in proposing merit increases, managing research funds, grants, travel and other awards.

10% Assists the Dean with day-to-day activities: correspondence, writing/preparing reports, preparing presentations, maintaining personnel and financial files, tracking tenure and promotion dates and files. Manage the tracking and reporting of faculty workload and ensure departmental and college compliance.

15% Analyze, interpret and predict impact of course enrollments, new academic programs, program growth or decrease, changes in budgets and other changes that affect the college. Assists with projects and serve on committees within the institution as assigned. Performs other duties as assigned.

Knowledge Knowledge of planning and scheduling techniques. Knowledge of finance, accounting, budgeting, and cost control procedures. Knowledge of office management principles and procedures. Knowledge of academic administrative principles and procedures.

Skills Word processing and/or data entry skills. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. Skill in organizing resources and establishing priorities. Records maintenance skills.

Abilities Ability to lead and train staff and/or students. Ability to create, compose, and edit written materials. Ability to coordinate and organize meetings and/or special events. Ability to coordinate and work with various stakeholder in and outside of the college.

Discretion & Independent Judgment on Matter of Significance

N Does the employee have authority to formulate, affect, interpret, or implement management policies or operating practices?

N Does the employee have the authority to hire and terminate an employee?

N Does the employee perform work that affects operations to a substantial degree, even if the employee's assignments are related to operation of a particular segment of the University?

N Does the employee have authority to commit the employer in matters that have significant financial impact?

N Does the employee have authority to waive or deviate from established policies and procedures without prior approval?

N Does the employee have authority to negotiate and bind the University on significant matters?

N Does the employee provide professional/consultation advice to management?

Y Does the employee participate in planning long or short term business objectives?

N Does the employee investigate and resolve matters of significance on behalf of management?

Y Does the employee represent the company in handling complaints, arbitrating disputes, or resolving grievances?

Financial Accountability

Y 0

Monitors. To monitor a budget means to watch and check the budget for a specific purpose, such as to prepare necessary documentation for supervisory review/approval, tabulate budgetary data, calculate figures, and check for accuracy.

Minimum Qualifications TBD

Preferred Qualifications Finance and Accounting experience in a public university setting

Licenses or Certifications

Physical Demands

Rarely	Climbing, ascending or descending from a ladder, stairs scaffolding, etc.
Rarely	Bending or stooping; bending downward and forward by bending spine at waist or by bending leg/spine.
Rarely	Twisting; tuning the upper body while maintaining a stationary at lower body position.
Rarely	Kneeling; bending at the knee to come to a rest on knee or knees.
Rarely	Crawling; moving about on hands and knees or hand and feet.
Occasionally	Reaching; extending hand(s) and arm(s) overhead, lower or horizontally of the body.
Frequently	Standing; particularly for extending periods of time.
Frequently	Sitting; particularly for extending periods of time.
Frequently	Walking; moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another. Excludes walking to/from work area or cafeteria, etc.
Consistently	Vision ability; close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
Frequently	Fine Hand Manipulation; fingering, picking pinching, typing or otherwise working primarily with fingers rather than the whole hand.
Rarely	Pushing/Pulling; using upper extremities to press against something with a steady force in order to thrust forward, downward or outward or to exert force in order to draw, haul, or tug objects in a sustained motion.
Frequently	Grasping; applying pressure to an object with the finger or palm.
Frequently	Talking; expressing or exchanging ideas by means of the spoken word. Those activities in which they must be convey detailed or important spoken instructions to other workers accurately, loudly or quickly.
Frequently	Hearing; perceiving the nature of sounds at normal speaking level with or without correction. Ability to receive detailed information through oral communication and to make the discriminations in sound.
Consistently	Seeing; required to have close visual acuity to perform an activity such as: preparing and analyzing data and reports; transcribing; viewing a computer terminal; extensive inspection involving small defects, small parts, operations of machines (including inspection) or to make general observations facilities or structure (i.e. security guard, inspectors, etc.); using measurement devices; and/or assembly or fabrication parts at distance close to eye.
Rarely	Lifting; raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Up to 10 pounds

Working Conditions

Rarely	Exposure to unusual elements, such as extreme temperature, dirt, fumes, smoke, unpleasant odors, and/or loud noises.
Rarely	Work in confined and crowded areas.
Rarely	Exposure to gases/chemicals or other hazardous materials.
Rarely	Exposure to live circuits and/or operating machinery.

Occasionally Travel; requires a current Driver's Licenses.

Position Description

Position Number: A99159

Active

Position Title: Assistant to the Dean - College of Science

Employee Classification: Exempt Salaried Staff (02)

Description Effective Date: 08/16/2018

Organization Code/Desc: 230001 / Dean Sciences

Position Status: A

Type: S

Salary Grade: 43

Report To Position: A98801

Exempt Indicator: Y

Position Group Code: STFF

FT/PT Status: F

Position Class Code: 3031

Relavant Position Change History

Title	Grade	Change Date	Report To Position
Assistant to the Dean - College of Science	43	03/13/2022	A98801

Working Title

Summary

Under the direction of the Dean, will assist the Dean with the functions of college objectives, plans, policies and procedures. Manages financial operations and maintain balanced budgets within the college. Coordinates, manages, and/or performs a wide variety of administrative support activities for an academic dean while maintaining confidentiality at all times.

Work Remotely Hybrid Eligible (1-4 Days)

Key Roles and Responsibilities

25% Manages financial operations and maintains balanced budgets within the college. Oversees the spending/budgeting of state appropriated funds, soft funds, student fees, grants, private donations and other monies received within the college. Analyzes department/program expenditures to determine trends and fiscal responsibility; recommends solutions to the deans and department chairs. Analyzes budget reports and other fiscal data for the dean. Reports on such issues and handles questions regarding budget balances, proper expenditure of funds, travel expenses, budget transfers, etc. Maintains inventory of office equipment and supplies. Assists the dean in PBA planning and preparation of funding requests.

20% Manages the administrative functions of the Dean's office suite. Manages and maintains confidential, efficient and professional functioning of dean's suite. Advises the dean on position vacancies, job postings, and hiring of positions, maintaining Safe Hire training. Works with deans and department chairs in developing job descriptions and new hire paperwork. Advises and informs the deans and department chairs on personnel related issues.

15% Assists the Dean in resolving problems which impact the college, both internally and externally. Serves as a member of the leadership council of the college contributing to strategic directions and long-term planning. Serves as liaison for the Dean between the college and other internal and external agencies. Assists with maintenance of college website ensuring it is up-to-date and contains accurate information. Assists with preparation, maintaining, and designing images for college digital signs, promotional materials, and presentations.

15% Coordinate the training of department chairs and administrative assistants on tracking faculty workloads, managing budgets, preparing various reports, ePAFs, eSAFs, and implementing college/University policy and procedures. Assists the department chairs and Dean in proposing merit increases, managing research funds, grants, travel and other awards.

10% Assists the Dean with day-to-day activities: correspondence, writing/preparing reports, preparing presentations, maintaining personnel and financial files, tracking tenure and promotion dates and files. Manage the tracking and reporting of faculty workload and ensure departmental and college compliance.

15% Analyze, interpret and predict impact of course enrollments, new academic programs, program growth or decrease, changes in budgets and other changes that affect the college. Assists with projects and serve on committees within the institution as assigned. Performs other duties as assigned.

Knowledge Knowledge of planning and scheduling techniques. Knowledge of finance, accounting, budgeting, and cost control procedures. Knowledge of office management principles and procedures. Knowledge of academic administrative principles and procedures.

Skills Word processing and/or data entry skills. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. Skill in organizing resources and establishing priorities. Records maintenance skills.

Abilities Ability to lead and train staff and/or students. Ability to create, compose, and edit written materials. Ability to coordinate and organize meetings and/or special events. Ability to coordinate and work with various stakeholder in and outside of the college.

Discretion & Independent Judgment on Matter of Significance

N Does the employee have authority to formulate, affect, interpret, or implement management policies or operating practices?

N Does the employee have the authority to hire and terminate an employee?

N Does the employee perform work that affects operations to a substantial degree, even if the employee's assignments are related to operation of a particular segment of the University?

N Does the employee have authority to commit the employer in matters that have significant financial impact?

N Does the employee have authority to waive or deviate from established policies and procedures without prior approval?

N Does the employee have authority to negotiate and bind the University on significant matters?

N Does the employee provide professional/consultation advice to management?

Y Does the employee participate in planning long or short term business objectives?

N Does the employee investigate and resolve matters of significance on behalf of management?

Y Does the employee represent the company in handling complaints, arbitrating disputes, or resolving grievances?

Financial Accountability

Y 0

Monitors. To monitor a budget means to watch and check the budget for a specific purpose, such as to prepare necessary documentation for supervisory review/approval, tabulate budgetary data, calculate figures, and check for accuracy.

Minimum Qualifications TBD

Preferred Qualifications Finance and Accounting experience in a public university setting

Licenses or Certifications

Physical Demands

Rarely	Climbing, ascending or descending from a ladder, stairs scaffolding, etc.
Rarely	Bending or stooping; bending downward and forward by bending spine at waist or by bending leg/spine.
Rarely	Twisting; tuning the upper body while maintaining a stationary at lower body position.
Rarely	Kneeling; bending at the knee to come to a rest on knee or knees.
Rarely	Crawling; moving about on hands and knees or hand and feet.
Occasionally	Reaching; extending hand(s) and arm(s) overhead, lower or horizontally of the body.
Frequently	Standing; particularly for extending periods of time.
Frequently	Sitting; particularly for extending periods of time.
Frequently	Walking; moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another. Excludes walking to/from work area or cafeteria, etc.
Consistently	Vision ability; close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
Frequently	Fine Hand Manipulation; fingering, picking pinching, typing or otherwise working primarily with fingers rather than the whole hand.
Rarely	Pushing/Pulling; using upper extremities to press against something with a steady force in order to thrust forward, downward or outward or to exert force in order to draw, haul, or tug objects in a sustained motion.
Frequently	Grasping; applying pressure to an object with the finger or palm.
Frequently	Talking; expressing or exchanging ideas by means of the spoken word. Those activities in which they must be convey detailed or important spoken instructions to other workers accurately, loudly or quickly.
Frequently	Hearing; perceiving the nature of sounds at normal speaking level with or without correction. Ability to receive detailed information through oral communication and to make the discriminations in sound.
Consistently	Seeing; required to have close visual acuity to perform an activity such as: preparing and analyzing data and reports; transcribing; viewing a computer terminal; extensive inspection involving small defects, small parts, operations of machines (including inspection) or to make general observations facilities or structure (i.e. security guard, inspectors, etc.); using measurement devices; and/or assembly or fabrication parts at distance close to eye.
Rarely	Lifting; raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Up to 10 pounds

Working Conditions

Rarely	Exposure to unusual elements, such as extreme temperature, dirt, fumes, smoke, unpleasant odors, and/or loud noises.
Rarely	Work in confined and crowded areas.
Rarely	Exposure to gases/chemicals or other hazardous materials.
Rarely	Exposure to live circuits and/or operating machinery.

Occasionally Travel; requires a current Driver's Licenses.

Position Description

Position Number: A96682

Active

Position Title: Assistant to the Dean - Finance Manager, SOA

Employee Classification: Exempt Salaried Staff (02)

Description Effective Date: 08/16/2021

Organization Code/Desc: 300001 / Dean SOA

Position Status: A

Type: S

Salary Grade: 43

Report To Position: A97776

Exempt Indicator: Y

Position Group Code: STFF

FT/PT Status: F

Position Class Code: 3031

Relavant Position Change History

Title	Grade	Change Date	Report To Position
Assistant to the Dean - Finance Manager, SOA	43	03/13/2022	A97776

Working Title

Summary Assist the Dean with function of college objectives, plans, policies and procedures as well as manages financial operations and maintain balanced budgets. Coordinates, oversees, and/or performs a wide variety of administrative support activities for an academic dean. Provides and coordinates staff and office support. Assignments may be confidential in nature.

Work Remotely Hybrid Eligible (1-4 Days)

Key Roles and Responsibilities

40% Manages financial operations and maintain balanced budgets within the school. Assists departmental admins and chairs with UVU policy and procedures.

20% Assist the Dean in resolving problems which impact the school, both internally and externally. Serves as a member of the leadership council of the college contributing to strategic directions and long-term planning.

20% Manages and maintains confidential, efficient and professional functioning of dean's suite.

10% Oversees the administrative functions of the dean's office suite.

10% Performs other job-related duties as assigned.

Knowledge Knowledge of planning and scheduling techniques.
Knowledge of finance, accounting, budgeting, and cost control procedures.
Knowledge of office management principles and procedures.
Knowledge of academic administrative principles and procedures.

Skills Word processing and/or data entry skills.
Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
Skill in organizing resources and establishing priorities.
Records maintenance skills.

Abilities Ability to lead and train staff and/or students.
Ability to create, compose, and edit written materials.

Ability to coordinate and organize meetings and/or special events.

Discretion & Independent Judgment on Matter of Significance

- N Does the employee have authority to formulate, affect, interpret, or implement management policies or operating practices?
 - N Does the employee have the authority to hire and terminate an employee?
 - N Does the employee perform work that affects operations to a substantial degree, even if the employee's assignments are related to operation of a particular segment of the University?
 - N Does the employee have authority to commit the employer in matters that have significant financial impact?
 - N Does the employee have authority to waive or deviate from established policies and procedures without prior approval?
 - N Does the employee have authority to negotiate and bind the University on significant matters?
 - N Does the employee provide professional/consultation advice to management?
 - N Does the employee participate in planning long or short term business objectives?
 - N Does the employee investigate and resolve matters of significance on behalf of management?
 - N Does the employee represent the company in handling complaints, arbitrating disputes, or resolving grievances?
-

Financial Accountability

Y 6000000

Analyzes. To analyze a budget means to separate the budget into elements and critically examine it to arrive at a conclusion or recommendation; critically review budgetary data, verify figures, and develop budget proposals; recommend allocation of dollars to programs services or departments; and study all the factors in order to determine a financial solution or outcome.

Minimum Qualifications Graduation from an accredited institution with a bachelor's degree in accounting or finance and two years of experience related to the summary of duties OR an associate's degree, in one of the stated majors, with three years of experience OR any combination of directly related education and experience totaling six years.

Preferred Qualifications N/A

Licenses or Certifications

Physical Demands

- Rarely Climbing, ascending or descending from a ladder, stairs scaffolding, etc.
- Rarely Bending or stooping; bending downward and forward by bending spine at waist or by bending leg/spine.
- Rarely Twisting; tuning the upper body while maintaining a stationary at lower body position.
- Rarely Kneeling; bending at the knee to come to a rest on knee or knees.
- Rarely Crawling; moving about on hands and knees or hand and feet.
- Rarely Reaching; extending hand(s) and arm(s) overhead, lower or horizontally of the body.
- Occasionally Standing; particularly for extending periods of time.
- Consistently Sitting; particularly for extending periods of time.

- Frequently Walking; moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another. Excludes walking to/from work area or cafeteria, etc.
- Consistently Vision ability; close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Consistently Fine Hand Manipulation; fingering, picking pinching, typing or otherwise working primarily with fingers rather than the whole hand.
- Rarely Pushing/Pulling; using upper extremities to press against something with a steady force in order to thrust forward, downward or outward or to exert force in order to draw, haul, or tug objects in a sustained motion.
- Occasionally Grasping; applying pressure to an object with the finger or palm.
- Frequently Talking; expressing or exchanging ideas by means of the spoken word. Those activities in which they must be convey detailed or important spoken instructions to other workers accurately, loudly or quickly.
- Consistently Hearing; perceiving the nature of sounds at normal speaking level with or without correction. Ability to receive detailed information through oral communication and to make the discriminations in sound.
- Consistently Seeing; required to have close visual acuity to perform an activity such as: preparing and analyzing data and reports; transcribing; viewing a computer terminal; extensive inspection involving small defects, small parts, operations of machines (including inspection) or to make general observations facilities or structure (i.e. security guard, inspectors, etc.); using measurement devices; and/or assembly or fabrication parts at distance close to eye.
- Rarely Lifting; raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Up to 10 pounds
-

Working Conditions

- Rarely Exposure to unusual elements, such as extreme temperature, dirt, fumes, smoke, unpleasant odors, and/or loud noises.
- Rarely Work in confined and crowded areas.
- Rarely Exposure to gases/chemicals or other hazardous materials.
- Rarely Exposure to live circuits and/or operating machinery.
- Rarely Travel; requires a current Driver's Licenses.
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Position Description

Position Number: A98310

Active

Position Title: Assistant to the Dean - School of Education

Employee Classification: Exempt Salaried Staff (02)

Description Effective Date: 08/16/2018

Organization Code/Desc: 271001 / Elementary Education

Position Status: A

Type: S

Salary Grade: 43

Report To Position: A99262

Exempt Indicator: Y

Position Group Code: STFF

FT/PT Status: F

Position Class Code: 3031

Relavant Position Change History

Title	Grade	Change Date	Report To Position
Assistant to the Dean - School of Education	43	03/13/2022	A99262

Working Title

Summary

Under the direction of the Dean, will assist the Dean with the functions of college objectives, plans, policies and procedures. Manages financial operations and maintain balanced budgets within the college. Coordinates, manages, and/or performs a wide variety of administrative support activities for an academic dean while maintaining confidentiality at all times.

Work Remotely Hybrid Eligible (1-4 Days)

Key Roles and Responsibilities

- 25% Manages financial operations and maintains balanced budgets within the college. Oversees the spending/budgeting of state appropriated funds, soft funds, student fees, grants, private donations and other monies received within the college. Analyzes department/program expenditures to determine trends and fiscal responsibility; recommends solutions to the deans and department chairs. Analyzes budget reports and other fiscal data for the dean. Reports on such issues and handles questions regarding budget balances, proper expenditure of funds, travel expenses, budget transfers, etc. Maintains inventory of office equipment and supplies. Assists the dean in PBA planning and preparation of funding requests.
- 20% Manages the administrative functions of the Dean's office suite. Manages and maintains confidential, efficient and professional functioning of dean's suite. Advises the dean on position vacancies, job postings, and hiring of positions, maintaining Safe Hire training. Works with deans and department chairs in developing job descriptions and new hire paperwork. Advises and informs the deans and department chairs on personnel related issues.
- 15% Assists the Dean in resolving problems which impact the college, both internally and externally. Serves as a member of the leadership council of the college contributing to strategic directions and long-term planning. Serves as liaison for the Dean between the college and other internal and external agencies. Assists with maintenance of college website ensuring it is up-to-date and contains accurate information. Assists with preparation, maintaining, and designing images for college digital signs, promotional materials, and presentations.
- 15% Coordinate the training of department chairs and administrative assistants on tracking faculty workloads, managing budgets, preparing various reports, ePAFs, eSAFs, and implementing college/University policy and procedures. Assists the department chairs and Dean in proposing merit increases, managing research funds, grants, travel and other awards.

10% Assists the Dean with day-to-day activities: correspondence, writing/preparing reports, preparing presentations, maintaining personnel and financial files, tracking tenure and promotion dates and files. Manage the tracking and reporting of faculty workload and ensure departmental and college compliance.

15% Analyze, interpret and predict impact of course enrollments, new academic programs, program growth or decrease, changes in budgets and other changes that affect the college. Assists with projects and serve on committees within the institution as assigned. Performs other duties as assigned.

Knowledge Knowledge of planning and scheduling techniques. Knowledge of finance, accounting, budgeting, and cost control procedures. Knowledge of office management principles and procedures. Knowledge of academic administrative principles and procedures.

Skills Word processing and/or data entry skills. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. Skill in organizing resources and establishing priorities. Records maintenance skills.

Abilities Ability to lead and train staff and/or students.
Ability to create, compose, and edit written materials.
Ability to coordinate and organize meetings and/or special events.

Discretion & Independent Judgment on Matter of Significance

N Does the employee have authority to formulate, affect, interpret, or implement management policies or operating practices?

N Does the employee have the authority to hire and terminate an employee?

N Does the employee perform work that affects operations to a substantial degree, even if the employee's assignments are related to operation of a particular segment of the University?

N Does the employee have authority to commit the employer in matters that have significant financial impact?

N Does the employee have authority to waive or deviate from established policies and procedures without prior approval?

N Does the employee have authority to negotiate and bind the University on significant matters?

N Does the employee provide professional/consultation advice to management?

Y Does the employee participate in planning long or short term business objectives?

N Does the employee investigate and resolve matters of significance on behalf of management?

Y Does the employee represent the company in handling complaints, arbitrating disputes, or resolving grievances?

Financial Accountability

Y 0

Monitors. To monitor a budget means to watch and check the budget for a specific purpose, such as to prepare necessary documentation for supervisory review/approval, tabulate budgetary data, calculate figures, and check for accuracy.

Minimum Qualifications TBD

Preferred Qualifications Finance and Accounting experience in a public university setting

Licenses or Certifications

Physical Demands

Rarely	Climbing, ascending or descending from a ladder, stairs scaffolding, etc.
Rarely	Bending or stooping; bending downward and forward by bending spine at waist or by bending leg/spine.
Rarely	Twisting; tuning the upper body while maintaining a stationary at lower body position.
Rarely	Kneeling; bending at the knee to come to a rest on knee or knees.
Rarely	Crawling; moving about on hands and knees or hand and feet.
Occasionally	Reaching; extending hand(s) and arm(s) overhead, lower or horizontally of the body.
Frequently	Standing; particularly for extending periods of time.
Frequently	Sitting; particularly for extending periods of time.
Frequently	Walking; moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another. Excludes walking to/from work area or cafeteria, etc.
Consistently	Vision ability; close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
Frequently	Fine Hand Manipulation; fingering, picking pinching, typing or otherwise working primarily with fingers rather than the whole hand.
Rarely	Pushing/Pulling; using upper extremities to press against something with a steady force in order to thrust forward, downward or outward or to exert force in order to draw, haul, or tug objects in a sustained motion.
Frequently	Grasping; applying pressure to an object with the finger or palm.
Frequently	Talking; expressing or exchanging ideas by means of the spoken word. Those activities in which they must be convey detailed or important spoken instructions to other workers accurately, loudly or quickly.
Frequently	Hearing; perceiving the nature of sounds at normal speaking level with or without correction. Ability to receive detailed information through oral communication and to make the discriminations in sound.
Consistently	Seeing; required to have close visual acuity to perform an activity such as: preparing and analyzing data and reports; transcribing; viewing a computer terminal; extensive inspection involving small defects, small parts, operations of machines (including inspection) or to make general observations facilities or structure (i.e. security guard, inspectors, etc.); using measurement devices; and/or assembly or fabrication parts at distance close to eye.
Rarely	Lifting; raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Up to 10 pounds

Working Conditions

Rarely	Exposure to unusual elements, such as extreme temperature, dirt, fumes, smoke, unpleasant odors, and/or loud noises.
Rarely	Work in confined and crowded areas.
Rarely	Exposure to gases/chemicals or other hazardous materials.
Rarely	Exposure to live circuits and/or operating machinery.

Not Applicable Travel; requires a current Driver's Licenses.

Position Description

Position Number: A99127

Active

Position Title: Assistant to the Dean - School of Business

Employee Classification: Exempt Salaried Staff (02)

Description Effective Date: 08/16/2018

Organization Code/Desc: 220001 / Dean Woodbury School of Business

Position Status: A

Type: S

Salary Grade: 43

Report To Position: A99255

Exempt Indicator: Y

Position Group Code: STFF

FT/PT Status: F

Position Class Code: 3031

Relavant Position Change History

Title	Grade	Change Date	Report To Position
Assistant to the Dean - School of Business	40	04/10/2020	A99255
Assistant to the Dean - School of Business	40	04/10/2020	A99255
Assistant to the Dean - School of Business	40	04/10/2020	A99255
Assistant to the Dean - School of Business	43	02/16/2022	A99190
Assistant to the Dean - School of Business	40	02/16/2022	A99190
Assistant to the Dean - School of Business	43	01/31/2023	A99255

Working Title

Summary

Under the direction of the Dean, will assist the Dean with the functions of college objectives, plans, policies and procedures. Manages financial operations and maintain balanced budgets within the college. Coordinates, manages, and/or performs a wide variety of administrative support activities for an academic dean while maintaining confidentiality at all times.

Work Remotely Hybrid Eligible (1-4 Days)

Key Roles and Responsibilities

25% Manages financial operations and maintains balanced budgets within the college. Oversees the spending/budgeting of state appropriated funds, soft funds, student fees, grants, private donations and other monies received within the college. Analyzes department/program expenditures to determine trends and fiscal responsibility; recommends solutions to the deans and department chairs. Analyzes budget reports and other fiscal data for the dean. Reports on such issues and handles questions regarding budget balances, proper expenditure of funds, travel expenses, budget transfers, etc. Maintains inventory of office equipment and supplies. Assists the dean in PBA planning and preparation of funding requests.

20% Manages the administrative functions of the Dean's office suite. Manages and maintains confidential, efficient and professional functioning of dean's suite. Advises the dean on position vacancies, job postings, and hiring of positions, maintaining Safe Hire training. Works with deans and department chairs in developing job descriptions and new hire paperwork. Advises and informs the deans and department chairs on personnel related issues.

15% Assists the Dean in resolving problems which impact the college, both internally and externally. Serves as a member of the leadership council of the college contributing to strategic directions and long-term planning. Serves as liaison for the Dean between the college and other internal and external agencies. Assists with maintenance of college website ensuring it is up-to-date and

contains accurate information. Assists with preparation, maintaining, and designing images for college digital signs, promotional materials, and presentations.

15% Coordinate the training of department chairs and administrative assistants on tracking faculty workloads, managing budgets, preparing various reports, ePAFs, eSAFs, and implementing college/University policy and procedures. Assists the department chairs and Dean in proposing merit increases, managing research funds, grants, travel and other awards.

10% Assists the Dean with day-to-day activities: correspondence, writing/preparing reports, preparing presentations, maintaining personnel and financial files, tracking tenure and promotion dates and files. Manage the tracking and reporting of faculty workload and ensure departmental and college compliance.

15% Analyze, interpret and predict impact of course enrollments, new academic programs, program growth or decrease, changes in budgets and other changes that affect the college. Assists with projects and serve on committees within the institution as assigned. Performs other duties as assigned.

Knowledge Knowledge of planning and scheduling techniques. Knowledge of finance, accounting, budgeting, and cost control procedures. Knowledge of office management principles and procedures. Knowledge of academic administrative principles and procedures.

Skills Word processing and/or data entry skills. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. Skill in organizing resources and establishing priorities. Records maintenance skills.

Abilities Ability to lead and train staff and/or students. Ability to create, compose, and edit written materials. Ability to coordinate and organize meetings and/or special events. Ability to coordinate and work with various stakeholder in and outside of the college.

Discretion & Independent Judgment on Matter of Significance

N Does the employee have authority to formulate, affect, interpret, or implement management policies or operating practices?

N Does the employee have the authority to hire and terminate an employee?

N Does the employee perform work that affects operations to a substantial degree, even if the employee's assignments are related to operation of a particular segment of the University?

N Does the employee have authority to commit the employer in matters that have significant financial impact?

N Does the employee have authority to waive or deviate from established policies and procedures without prior approval?

N Does the employee have authority to negotiate and bind the University on significant matters?

N Does the employee provide professional/consultation advice to management?

Y Does the employee participate in planning long or short term business objectives?

N Does the employee investigate and resolve matters of significance on behalf of management?

Y Does the employee represent the company in handling complaints, arbitrating disputes, or resolving grievances?

Financial Accountability

Y 0

Monitors. To monitor a budget means to watch and check the budget for a specific purpose, such as to prepare necessary documentation for supervisory review/approval, tabulate budgetary data, calculate figures, and check for

accuracy.

Minimum Qualifications TBD

Preferred Qualifications Finance and Accounting experience in a public university setting

Licenses or Certifications

Physical Demands

- | | |
|--------------|---|
| Rarely | Climbing, ascending or descending from a ladder, stairs scaffolding, etc. |
| Rarely | Bending or stooping; bending downward and forward by bending spine at waist or by bending leg/spine. |
| Rarely | Twisting; turning the upper body while maintaining a stationary at lower body position. |
| Rarely | Kneeling; bending at the knee to come to a rest on knee or knees. |
| Rarely | Crawling; moving about on hands and knees or hand and feet. |
| Occasionally | Reaching; extending hand(s) and arm(s) overhead, lower or horizontally of the body. |
| Frequently | Standing; particularly for extending periods of time. |
| Frequently | Sitting; particularly for extending periods of time. |
| Frequently | Walking; moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another. Excludes walking to/from work area or cafeteria, etc. |
| Consistently | Vision ability; close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. |
| Frequently | Fine Hand Manipulation; fingering, picking pinching, typing or otherwise working primarily with fingers rather than the whole hand. |
| Rarely | Pushing/Pulling; using upper extremities to press against something with a steady force in order to thrust forward, downward or outward or to exert force in order to draw, haul, or tug objects in a sustained motion. |
| Frequently | Grasping; applying pressure to an object with the finger or palm. |
| Frequently | Talking; expressing or exchanging ideas by means of the spoken word. Those activities in which they must be convey detailed or important spoken instructions to other workers accurately, loudly or quickly. |
| Frequently | Hearing; perceiving the nature of sounds at normal speaking level with or without correction. Ability to receive detailed information through oral communication and to make the discriminations in sound. |
| Consistently | Seeing; required to have close visual acuity to perform an activity such as: preparing and analyzing data and reports; transcribing; viewing a computer terminal; extensive inspection involving small defects, small parts, operations of machines (including inspection) or to make general observations facilities or structure (i.e. security guard, inspectors, etc.); using measurement devices; and/or assembly or fabrication parts at distance close to eye. |
| Rarely | Lifting; raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Up to 10 pounds |

Working Conditions

- | | |
|--------|--|
| Rarely | Exposure to unusual elements, such as extreme temperature, dirt, fumes, smoke, unpleasant odors, and/or loud noises. |
| Rarely | Work in confined and crowded areas. |

Rarely Exposure to gases/chemicals or other hazardous materials.

Rarely Exposure to live circuits and/or operating machinery.

Occasionally Travel; requires a current Driver's Licenses.
