JOB DESCRIPTION

TITLE
Manager of Academic Resources

JOB SUMMARY
The Manager of Academic Resources is responsible for the operation of academic HR functions for the Provost and Vice President of Academic Affairs and all units under the Academic Affairs Division. Responsibilities include producing faculty contracts for Fall/Spring/Summer and monitoring and processing all faculty credentials for compliance with Southern Association of Colleges and Schools (SACS) guidelines. Coordinates, verifies, and processes the iRecruitment vacancies for academic faculty and staff. Reviews and approves Manager Self-Service (MSS) transaction for the Academic Affairs Division through Oracle to ensure accuracy of processing. Work is performed under minimal supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance to University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS
Reports to: Manager of Academic Resources
Supervises: Academic Affairs Administrator and Student Assistants

ESSENTIAL DUTIES - May include, but not limited to the following:

- Coordinates, verifies, and processes the iRecruitment vacancy for academic faculty and staff vacancies.
- Generates and maintains faculty position analysis spreadsheet for tracking vacant faculty positions.
- Maintains regular and adjunct faculty files and processes documents for incorporation into files, including filing of contracts, evaluations, letters, Manager Self-Serve transactions and updated credentials.
- Scans and indexes regular and adjunct faculty files as a secure safeguard against loss or damage (OnBase).
- Produces faculty contracts for Fall/Spring/Summer and monitors the signed contracts as they are returned.
• Reviews, monitors and approves all faculty credentials for compliance with SACS guidelines.
• Maintains and manages faculty credential database.
• Reviews and approves Manager Self-Service (MSS) transactions for Academic Affairs Division through Oracle to ensure accuracy of processing.
• Reviews all faculty assignments and workloads each semester and requests necessary corrections and coordinates with the Academic departments to ensure accuracy for State reporting.
• Monitors faculty course assignment listings and serves as liaison with University Scheduling.
• Produces and analyzes Classification of Instructional Programs (CIP) Code Audit in preparation of CUPA questionnaire.
• Maintains and monitors the Administrative Stipend chart for production of administrative appointment letters.
• Reviews regular and adjunct files for compliance with State of Texas retention schedule.
• Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

**ADDITIONAL DUTIES**

• Answers general routine, processing, and procedural questions and notifies departments of changes or corrections needed.
• Receives and processes Open Records requests as repository for faculty records.
• Monitors mail log system.
• Performs other duties as requested.

**EDUCATION**

Bachelor’s degree in Business Administration or other relevant field required.

**EXPERIENCE**

Five years of experience in budgeting, human resources records, or related experience, preferably in higher education.

**REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.
KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Knowledge of applications for data management systems for higher education environment.
- Knowledge of budget, human resources, and payroll systems and processes.
- Working knowledge of office practices and methods.
- Knowledge of customer service and business process improvements tools.
- Ability to perform mathematical calculations and/or verify information accurately.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to use a personal computer and other office equipment, including university related software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.
The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: ______________________________ Date: ______________

Employee Printed Name: ___________________________

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.