



**DATE ISSUED:** 02/16  
**FLSA:** Exempt  
**PTO:** VCS

## ***JOB DESCRIPTION***

### ***TITLE***

Director, Academic Resources and Budgets

### ***JOB SUMMARY***

The Director of Academic Resources and Budgets is responsible for the operation of the academic resource and budget functions for the Provost and Vice President of Academic Affairs and all units under the Academic Affairs Division. Directs, implements and monitors the academic compensation program, academic budgets, faculty credentials for compliance with Southern Association of Colleges and Schools (SACS) guidelines and academic human resources functions as determined by the Provost. Consults with and advises academic leadership regarding budgetary decisions. Work is performed under minimal supervision with broad latitude for initiative and independent judgment. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### ***ORGANIZATIONAL RELATIONSHIPS***

*Reports to:* Provost and Vice President, Academic Affairs

*Supervises:* Assistant Director, Academic Resources and Budgets, and Student Assistants

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

- Directs, implements and monitors operations of the academic compensation program, academic budgets, faculty credentials and other academic human resources functions.
- Responsible for the preparation, maintenance, and control of the academic budget.
- Analyzes and prepares accurate financial data for the Provost and academic departments.
- Reviews and approves faculty credentials for compliance with SACS guidelines.
- Maintains and manages faculty credential database.
- Prepares modeling and forecasting of faculty salaries, including promotion and tenure projections for fiscal year budget.
- Responsible for the budgetary approval and processing of financial documents in the academic budget process.

*Director, Academic  
Resources and Budgets  
Date Issued: 02/16  
FLSA: Exempt  
PTO: VCS*

- Provides program and policy guidance to all units under the Academic Affairs Division related to academic budgets, academic compensation, credentialing and other academic human resources matters.
- Responsible for the implementation and administration of the academic component administrator evaluation process.
- Conducts meetings with the Provost and academic leadership on fiscal and academic resources processes to ensure targets, expectations and deadlines are met.
- Consults with and advises academic leadership regarding budgetary decisions.
- Conducts annual College and University Professional Association (CUPA)-Faculty National Salary Survey for Faculty Market Study.
- Responsible for the development, implementation and maintenance of financial data to ensure the overall accuracy of reports required by State agencies and other ad hoc reporting.
- Responsible for the implementation and administration of the faculty contract process.
- Manages and implements Template Management Process for Adjuncts and Graduate Assistant personnel.
- Reviews and approves Manager Self-Service (MSS) transactions for faculty and academic staff through Oracle.
- Reviews and approves budget transfers, personnel vacancy forms, supplemental task payments and faculty searches forms.
- 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**

- Produces ad hoc statistical information for the Associate Provosts, Graduate School, Human Resources, Institutional Research and Data Management, and Faculty Senate.
- Produces and analyzes Classification of Instructional Programs (CIP) Code Audit in preparation of CUPA questionnaire.
- Designs, publishes and maintains departmental website.
- Performs other duties as requested.

### **EDUCATION**

Bachelor's degree in Business Administration or a related area.

### **EXPERIENCE**

Five years progressively responsible job-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 advanced applications for complex data management systems for higher education environment.
- Knowledge of budget, human resources, and payroll systems and processes.
- Skills sets of advanced data base applications and tools, web page development, personal computer applications.
- Skills sets of advanced production modeling and problem solving in complex environment.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- 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.

Director, Academic  
Resources and Budgets  
Date Issued: 02/16  
FLSA: Exempt  
PTO: VCS

**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.***