



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 10/06
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Nursing Business Manager

JOB SUMMARY

Performs responsible administrative duties in the business operations. Responsibilities include budget management for the administrative offices and individual faculty, completion of personnel transactions, purchasing, financial and statistical reporting, completion of surveys, and maintenance of capital equipment inventory. Work is performed under general supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Dean, College of

Supervises: No supervisory responsibilities

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

- Manages accounting function within the College.
- Assists individual faculty with the management of grant budgets.
- Manages all accounts under the management of the Dean and the Denton Associate Dean.
- Assists with the management of accounts of the associate deans in Dallas and Houston.
- Assists with the preparation of budgets for grant requests.
- Manages all purchasing for the Dean, the Denton campus, and individual faculty with grants.
- Assists with purchasing for the Associate Deans in Dallas and Houston.
- Makes travel arrangements and processes requisitions and reimbursement requests for Dean and Denton Faculty.
- Establishes and maintains a database of nursing faculty and staff.
- Manages time reports for Denton Faculty and teaching/research assistants.
- Maintains capital equipment inventory.

- Reports needs for building maintenance.
- Develops and interprets policy and procedure for business related functions of the College.
- Completes surveys and reports as requested.
- Oversees, the security of records, data, equipment, materials, and facilities.
- Manages college processing and testing fees.

ADDITIONAL DUTIES

- Assists with training of PTF templates with Academic Financial Services as needed.
- Creates charts, graphs to reflect college activities.
- Performs other duties as requested.

EDUCATION

Bachelor's degree in Business Administration or a related field. Additional job related experience/and/or education may substitute for the required education on a year-for-year basis.

EXPERIENCE

Two years of progressively responsible administrative work experience, preferably in an academic institution.

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:

- Working knowledge of office practices and methods.
- Ability to perform mathematical calculations and/or verify information accurately.
- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to effectively communicate orally, by phone, in person, in writing and online.
- 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 respond to emergency situations in a timely manner.

- Ability to use a personal computer and other office equipment, including related university 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

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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.