



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 03/19
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Manager, Center for Research Design & Analysis

JOB SUMMARY

Performs management and supervisory work in the support and development of the center. Areas of concern include program development, project management and delegation, financial management and administration, consultation operations, and planning. The Center is a complex center with hundreds of active projects and clients (faculty, staff and student users). The center manager is critical to the day to day operations of the center, program development, project management and assignments, as well as budget management. The budget management involved multiple budget sources (i.e. funded grants, fee for services, IES funds, indirect costs. etc.). The center manager needs to manage those resources and bring any concerns or ideas to the executive director. Similarly program development and project management is key to the center staff completing accurate and efficient work, as well as program development of the center for future growth. Work is performed under general 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 with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Executive Director, Center for Research Design & Analysis

Supervises: May supervise center staff, volunteers, Graduate Assistants, and Student Assistants

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

- Manages all incoming requests and projects from the public (faculty, staff, students, and community).
- Manages and implements program/project related activities, following policies and guidelines.
- Manages and coordinates human resources, time, funds, and other resources for the accomplishment of center projects and long-term and short-term goals.
- Communicates and collaborates with vendors, participants, and key community resources/agencies.

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- Performs financial and personnel audits of all center accounts and grant funded center projects.
- Examines postings in ledgers for accuracy and maintenance of adequate balances.
- Provides projections of project expenses to determine need for additional funds, potential overruns, and requests to sponsors. Makes recommendations for corrections or budget transfers when needed.
- Reviews center payroll issues each pay period to identify costing issues or potential overcharges.
- Works with ORSP and HR to resolve complex accounting issues.
- Completes paperwork required for personnel transactions.
- Develops, manages, and reviews complex financial calculations and reports.
- Prepares budget and expense reports and assists in annual budget preparation.
- Collects and edits data for reports, drafts, or manuscripts.
- Develops and maintains an effective record keeping procedure.
- Manages and develops communication materials, website and social media materials in concert with TWU Marketing and Communication to market and promote the center.
- Directs and develops technical written materials and training for center operation and budget processes.
- Manages scheduling of workshops and events for the center team, provides logistical support for all locations, and follows up with attendees as needed.
- Anticipates needs of the center and develops strategies for filling these needs.
- Assists with the hiring and supervision of students and GA's.
- Provide first-tier client support for center process and project questions.
- Manages online survey software tool accounts and basic use questions.
- Maintains good public relations.
- Provides administrative support.

ADDITIONAL DUTIES

- Works with outside agencies or external collaborators.
- Provides assistance in analyzing and developing improved policies, plans, methods, procedures, and systems.
- Orders equipment and supplies from various companies and follow up on orders.
- Designs forms for budget management.
- Prepares reports such as monthly, annual and special reports as requested.
- Performs other duties as requested

EDUCATION

Bachelor's degree in an area generally related to program content or assigned responsibilities preferred. Project management certification preferred.

EXPERIENCE

Two years of experience in project management, accounting experience in an area generally related to center content or assigned responsibilities. Experience with research/grant related projects or teams is strongly preferred. Excellent communication skills are essential. Ability to analyze and interpret financial balance sheets is required. Experience with Psychdata or other on-line survey software tools are preferred.

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:

- Ability to work within a fluid environment and adjust to constant changes and handle multiple tasks.
- Ability to work under occasional pressure.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to organize work effectively, integrate resources, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to plan, direct, and evaluate a complex operation, using human resources, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Ability to plan and allocate and coordinate the work load of employees, providing direct training and supervision as needed.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to establish and maintain effective work relationships with students, faculty, staff, volunteers, clients, and others.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Excellent project management skills.
- Thorough knowledge of office practices and methods.
- Advanced computer applications skills preferred.
- Knowledge of modern program administration practices, the methods, resources, and standards thereof preferred.
- Thorough knowledge of sound business management principles, policies, and techniques preferred.
- 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.