



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 08/18

FLSA: Exempt

PTO: VCS

JOB DESCRIPTION

TITLE

Manager, Student Life Budgets

JOB SUMMARY

Provides administrative and financial services for the Vice President for Student Life and all units under the Student Life Division by serving as the primary responsibility for managing, directing, and implementing operations of the Student Life budget, data, and reporting functions as directed by the Vice President for Student Life. Manages and oversees the Student Life budget process, including preparation of annual budgets and monitoring of student life accounts. Work is performed independently under limited 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: Vice President for Student Life

Supervises: Student Assistants

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

- Manages, directs and implements operations of student life budget, data and reporting as directed by the Vice President for Student Life.
- Provides supervision to the Student Life Budgets.
- Meets with the Executive Directors and Directors on related fiscal and administrative processes to ensure targets, expectations and deadlines are met.
- Develops data for the Vice President for Student Life.
- Reviews and approves budget transfers, personnel vacancy forms, supplemental task payments, provides assistance to all units under the Student Life Division related to Student Life budgets, personnel transactions, data and reporting and credentialing processes.

ADDITIONAL DUTIES

- Produces ad hoc statistical information for Vice President for Student Life.
- Performs other duties as requested.

EDUCATION

Bachelor's in Business Administration or other relevant field required.

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 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 differences among persons. Discrimination or harassment of any kind is considered inappropriate.

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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.