



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

JOB DESCRIPTION

TITLE

Assistant Director, Academic Resources and Budgets

JOB SUMMARY

The Assistant Director of Academic Resources and Budgets will oversee the day-to-day operation of the academic resource and budget functions for the Provost and Vice President of Academic Affairs. Coordinates the fiscal year budget process with the academic departments, the academic support areas, and the Budget Office. Responsibilities also 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. 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: Director, Academic Resources and Budgets

Supervises: May supervise Student Assistants

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

- Coordinates the fiscal year budget process with the academic departments, the academic support areas and the Budget Office.
- Serves as customer service liaison to the Budget Office, HR, Payroll Office, University Scheduling, Research & Sponsored Programs, and academic departmental offices.
- Coordinates the Summer budget process with the academic departments, the academic support areas, and the Budget Office; and produces final reports for Summer planning purposes.
- Prepares accurate financial data for the Director to share with Provost and academic departments.
- Monitors and processes all faculty credentials for compliance with SACS guidelines.
- Provides assistance with modeling and forecasting of faculty salaries, including promotion and tenure projections for fiscal year budget.

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- Reviews and analyzes all Manager Self-Service (MSS) transactions for faculty and academic staff to ensure accuracy of processing.
- Maintains regular and adjunct faculty files and processes documents for incorporation into files, including filing of contracts, evaluations, letters, PTFs and updated credentials.
- Produces faculty contracts for Fall/Spring/Summer and monitors the signed contracts as they are returned.
- Scans and indexes regular and adjunct faculty files as a secure safeguard against loss or damage.
- Reviews all faculty assignments and workloads each semester and requests necessary corrections from and coordinates with the academic departments to ensure accuracy for State reporting.
- Generates CUPA Questionnaire and AAUP Salary Survey data annually and completes the survey online.
- Coordinates, verifies, and processes the Personnel Vacancy Form for academic staff vacancies.
- Reviews and approves budget transfers.
- Monitors and charts faculty evaluations each fiscal year making sure they are returned in order to be in compliance with University Policy.
- Generates and maintains faculty position analysis spreadsheet for tracking vacant faculty positions.
- Maintains and monitors the Administrative Stipend chart for production of administrative appointment letters.
- Provides assistance with implementation and monitoring of academic component administrator evaluation process.

ADDITIONAL DUTIES

- Provides assistance with modeling and forecasting of faculty salaries, including promotion and tenure projections for fiscal year budget.
- Answers general routine, processing, and procedural questions and notifies departments of changes or corrections needed.
- Accumulates and verifies data for academic financial statistical reporting and designs spreadsheets to analyze results.
- Produces budget transfers for academic reserve as needed.
- Monitors mail log system.
- Performs other duties as requested.

EDUCATION

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

EXPERIENCE

Three 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.
- Ability to use data base applications and tools, web page development, personal computer applications.
- 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.