

Academic Administrator Career Ladder Matrix

| | Academic Administrator Family | | | |
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| | Academic Administrator I | Academic Administrator II | Academic Administrator III | Academic Administrator IV |
| Job Title | | | | |
| Job Code | MB2044 | MB2045 | MB2047 | MB2048 |
| Pay Grade | 44 | 45 | 47 | 48 |
| Position Summary | This role is responsible for the administration of the financial, operational, and general business functions of a large unit. | This role is responsible for planning and managing the administrative and business affairs of a department whose functions include; education, research, and service. | This role is responsible for planning and managing the administrative and business affairs of a large department whose functions include; education, research, and service. | This role is responsible for planning and managing the administrative and business affairs of a large, complex department which includes education, research, and service. |
| Essential Functions /Scope | <ul style="list-style-type: none"> * Assist in determining space and facility needs for the unit faculty. * Advise faculty and staff on compensation and benefit policies and procedures. Adhere to University, State, and funding agency regulations. * Insure all personnel action activity related to hiring, firing, contracting, and funding are completed. * Provide assistance to faculty for the pre and post award activity relating to grant management. * Develop and manage the division's annual budget; provide forecasts as needed, report anomalies and manage division funding sources. Responsible for the division's indirect cost, time, and effort reporting. * Represent the department at administrative meetings within and outside of the Medical School. Serve on Institutional committees established to improve school operations and system implementations. | <ul style="list-style-type: none"> * Collaborate with the representatives of the School to define and prioritize departmental strategy and direction. Identify trends, appraise cause and effect, and evaluate and highlight opportunities to improve department performance. * Direct analytical studies of existing or proposed services and activities. * Assist in determining space needs for faculty and revenue operations including renovations and day-to-day operations. * Advise on Human Resources management. * Serve as advisor to faculty for the pre and post award activity relating to grant management. * Assist with the negotiation of research and trust fund contracts. * Advise, develop, manage <ul style="list-style-type: none"> * Annual Budget * Funding strategies & sources * Discrepancies * Forecasting * Indirect cost, time and effort reporting * Revenue generation research trust funds * Adhere to University, State, and funding agency regulations | <ul style="list-style-type: none"> * Collaborate with the representatives to define and prioritize departmental strategy and direction * Oversee teaching and research facility needs * Assist in determining space needs for the faculty and revenue (trust fund) operations * Advise on Human Resources management * Advise the Chair or Senior Administrator on development and execution of organizational/staffing plans * Serve as advisor for the pre and post award activity relating to grant management * Assist with the negotiations of research and trust fund contracts * Advise, develop, manage <ul style="list-style-type: none"> * Annual Budget * Funding strategies & sources * Discrepancies * Forecasting * Indirect cost, time and effort reporting * Revenue generation research trust funds * Adhere to University, State, and funding agency regulations | <ul style="list-style-type: none"> * Collaborate with the representatives of the School to define and prioritize departmental strategy and direction * Identify trends, appraise cause and effect, and evaluate and highlight opportunities * Foster on-going improvements * Direct analytical studies of existing or proposed services and activities to improve operational/financial performance and to realize productivity improvements * Determine space needs for faculty and revenue operations and oversee facility needs for renovations and day-to-day operations. * Advise the Chair on Human Resources management and supervise all personnel actions * Serve as advisor to faculty and division administrators for pre and post award activity relating to grant management * Assist with the negotiations of research and trust fund contracts * Devise, develop, manage <ul style="list-style-type: none"> * Annual Budget * Funding strategies & sources * Discrepancies * Forecasting * Indirect cost, time and effort reporting * Revenue generation research trust funds |
| Required Qualifications | Bachelor's degree in Business Administration or related field, or equivalent experience. 3-5 years of related experience. Prior supervisory experience required. | Bachelor's degree in Business Administration or related field, or equivalent experience. 5-7 years of related experience. Prior supervisory experience required. | <ul style="list-style-type: none"> * Master's degree in Business, Finance, Management, Public Administration, or equivalent experience. * 5-7 years' experience as an academic administrator, business office manager, or equivalent administrative position in higher education or a research institution, including 3-5 years of supervisory and fiscal management experience. * 3-5 years of fiscal and NIH grant management (pre- and post-award) experience required. Preferably in research setting * Analytical ability as evidenced by independent development of solutions and recommendations in the areas of grant/contract management, healthcare and higher education accounting techniques, cost/benefit comparisons, analysis of budget variance and staff resources forecasts. * Excellent Communication skills both oral and written are essential * Working knowledge of Microsoft Office Suite * Ability to lead diverse teams of people towards positive and shared outcomes | <ul style="list-style-type: none"> * Master's degree in Business, Finance, Management, Public Administration, or equivalent experience. * 7-9 years' experience as an academic administrator, business office manager, or equivalent administrative position in higher education or a research institution, including 3 years of supervisory and fiscal management experience. * 3.5 years of fiscal and NIH grant management (pre- and post-award) experience required. Preferably in research setting. * Analytical ability as evidenced by independent development of solutions and recommendations in the areas of grant/contract management, healthcare and higher education accounting techniques, cost/benefit comparisons, analysis of budget variance and staff resources forecasts. * Excellent Communication skills both oral and written are essential * Working knowledge of Microsoft Office Suite * Ability to lead diverse teams of people towards positive and shared outcomes |
| FLSA Status | Exempt | Exempt | Exempt | Exempt |
| Promotional Process | Requisition | Requisition or In-family Promotion | Requisition or In-family Promotion | Requisition or In-family Promotion |