

**JOB INFORMATION**

Effective Date	5/3/2022
Job Code:	2348
Job Title:	Chief Business Administrator
Salary Grade/Structure:	070 - Admin-Professional
Career Level Name:	M1 - First Level Manager
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Administrative Support
Job Family:	Business Affairs
Job Summary	Applies a thorough and broad-based knowledge of financial, budget, human resources and financial operational policies and procedures for the Academic Affairs division. Serves as a leader and strategic partner to the Provost in application of data analytics and Pro-forma projections in formulating and implementing divisional financial and budgetary strategies in conjunction with campus strategic plan and operations. Serves as the lead in coordinating the development and implementation of the annual budget for Academic Affairs.

**COMPETENCIES**

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	in Business Administration or related degree	Required	
Master's Degree	in Business Administration or related degree	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Some	Minimum three years of experience in academic administration and knowledge of federal, state, UHS, and institutional policies and procedures.	Required	
Considerable	Five years of experience in academic administration and knowledge of federal, state, UHS, and institutional policies and procedures. Supervisory experience.	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred
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## Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> <li>Comprehensive knowledge of budgeting, accounting, and human resource systems and processes.</li> </ul>	Proficient
<ul style="list-style-type: none"> <li>Advanced Excel skills.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Skilled in interfacing multiple software databases and packages to produce professional reports.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Ability to produce, compile, and analyze financial and statistical data.</li> </ul>	Proficient
<ul style="list-style-type: none"> <li>Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions.</li> </ul>	Proficient
<ul style="list-style-type: none"> <li>Ability to organize large or complex programs/projects and manage the work of staff and provide leadership through guidance and development.</li> </ul>	Proficient
<ul style="list-style-type: none"> <li>Ability to work through formal and informal structures. Collaborate with other administrators and professional staff to develop comprehensive and workable policies and procedures.</li> </ul>	Proficient

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> <li>Applies a thorough, broad-based knowledge of financial and operation policies and procedures as well as coordinates the business affairs of the Academic Affairs division. Key partner in development of business policies, practices, and procedures in Academic Affairs and serves as liaison for disseminating to faculty and staff.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Serves as the program/project lead to the Provost, which includes planning standards of practice, procedures, and policies as well as producing a plan of action to resolve issues and bring projects to closure. Manages Pro-formas and identifies performance issues, need for improvement, and investment opportunities.</li> </ul>	15%
<ul style="list-style-type: none"> <li>Assists in the development and management of departmental budgets by providing data analysis, advice, and guideline interpretations to business administrators. Analyzes division accounts and meets with Administration and Finance department heads, budget managers and business administrators to update budget and/or projections as well as troubleshoot and resolve operating deficiencies. Develops, maintains, and oversees faculty planning/hiring program and collaborates with HR to manage CUPA data analysis for faculty compensation.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Creates and maintains ad-hoc reporting and databases for research/information needs that include but are not limited to; component analysis, re-accreditation studies, planning documents, facilities prioritizations, program/project status, etc. Conducts financial research analysis and financial projections as needed for the division (e.g. salary analysis, modification to instructional allocation models, on-line program cost/profits, etc.).</li> </ul>	15%
<ul style="list-style-type: none"> <li>Responsible for review and approval of budget, accounting, purchasing, and HR documents within the Academic Affairs division as assigned.</li> </ul>	15%
<ul style="list-style-type: none"> <li>Collaborates in strategic planning and related performance measurement for the division of Academic Affairs.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Direct supervision of division business administrators and department assistant(s) within Academic Affairs, which includes staff development. Indirect supervision of college business administrators, working in conjunction with division heads and deans to evaluate performance.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Responsible for design and production of forecasting, cost analysis, and resource projections for financial sustainability of all new and existing academic programs, centers, and institutes.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Other related duties as assigned.</li> </ul>	5%

## PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

## Travel Requirements

Estimated Amount	Brief Description