

Academic Administrator Career Ladder Matrix

	Academic Administrator Family			
	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