



TITLE Associate Director Business Affairs		DATE 01/01/2009
ECLASS MA	EEO	PCLASS MF101
GROUP 30	SALARY BAND E	FLSA E (Exempt)

JOB PURPOSE

Plans and oversees the day-to-day operational and administrative activities and manages the staff for a School, College or Division within the University. Work with representatives of other University departments to accommodate needs, generate support and ensure effectiveness of unit to support the mission of the S/C/D.

ESSENTIAL FUNCTIONS

Financial and Budget Management

- Plan, direct and maintain all unit budgets in accordance with allocation provisions, budget policy and regulations for all fund types including revenues, scholarship, endowment funds and sponsored programs; develop or assist with the development of short and long range strategic plans
- Maintain internal control systems to assure integrity of financial transactions to prevent errors, omissions and possible fraudulent activity
- Prepare projections or forecasts of expenses in comparison to budget categories/line items to avoid deficits, optimize use of available funds, and adhere to approved budget parameters
- Use systems to analyze, interpret and report on data; develop and/or generate ad-hoc reports for management and/or sponsoring agencies
- Provide financial reporting information for area(s) of responsibility to assist management/PI's in their planning and decision making; develop detailed statistical analyses and reports outlining fiscal activities
- Assure School/College/Division compliance with University policies and procedures and those of sponsoring agencies
- Manage and review the procurement or purchasing processes for the School/College/Division

Depending on the School/College/Division, this position may:

- Manage the financial and budgetary aspects of the grant award functions, both pre and post, including the development and review of specific budgets and knowledge of the funding process as well as the administrative implementation of the financial, budgetary, and projection of expenditures
- Provide Student Enrollment and other special project projections and analysis of how these impact the budget of the Schools/Colleges/Divisions
- Assist with physical plant project development and implementation to ensure proper financial and budgetary considerations
- Assist in the preparation of grant proposal including the compilation of data ensures compliance with University and sponsoring agency policies and procedures and oversee/prepare/review financial and administrative reports for submission to sponsoring agency.

Human Resource Management



- Establish staffing plans to meet operational mission and objectives
- Direct, develop and administer personnel operations, programs and procedures; for a School/College/Division. Responsible for performance management, recruiting, merit and salary planning, transaction management, unit communications, FMLA, employee relations, employee training, development and reporting.
- Manage, authorize and oversee all personnel and payroll related processes and transactions (including Electronic Personnel Action Forms (EPAF)) in a timely manner; ensure adherence to approved budget lines
- Reconcile Human Resource System data to Financial Management System data
- Use systems to analyze, interpret and report on data; develop and/or generate ad-hoc reports for management
- Provide guidance to Unit related to labor agreements and Administrative Policies and Procedures
- Proactively address employee relations issues with HR, Academic Personnel, Labor Relations and Unit leaders
- Provide human resource information for area(s) of responsibility to assist management in their planning and decision making; develop detailed analyses and reports outlining human resource activities

General Administration

- Develop or assist with the development of short and long range strategic plans to achieve the organization mission
- Plan and direct activities of a large staff of direct reports: recruit, hire, train, direct daily activities, discipline and develop the staff to ensure accurate and timely service delivery and all transactions within the administrative operations are performed in compliance with University policy and procedure.
- Supervise and coordinate the workflow of staff
- Provide leadership and training to responsible area in financial or budgetary matters
- Attend or serve on University committees or task forces
- Identify areas in which policies and procedures need to be clarified or updated
- Participate in special projects, as requested, which may impact the University at large
- Depending on the School/College/Division, may be responsible for other administrative functions such as building/facilities management, contract management, information technology and/or inventory control

WORK CONTEXT

Job Reports to	Vice President/AVP/Dean
Leadership Accountability	Develops strategic plans and interprets policy
Supervisory Accountability	Supervises associates below supervisory level
Organizational Accountability	Manages work group within department sub-unit
Financial Accountability	Manages operating budget
Customer Accountability	Interfaces with customers outside the S/C/D
Freedom to Act	Subject to general input from supervisor

MINIMUM QUALIFICATIONS

Education: Bachelor's degree



Additional Education Information: -Minimum of a Bachelor's degree from an accredited college or university with a preferred concentration in Business.

Experience: Experienced

Additional Experience Information: -Minimum of five years of financial, budget and supervisory experience, preferably in higher education or a large/complex organization.

COMPETENCIES REQUIRED

Business Acumen

- Possess an understanding of administrative systems, preferably in a higher education environment
- Demonstrates a high level of understanding of School/College/Division business operations or possesses the equivalent professional experience in supporting the business operations of an equivalent size in a non-university organization such as non-profit, corporate or government
- Possesses keen business judgment and insight
- Demonstrates broad knowledge and perspective and is future oriented

Analytical Skills

- Demonstrates the ability to apply analytical and logical thinking to gathering and analyzing information
- Makes valid and reliable evaluation of information
- Proposes and evaluates alternative solutions to achieve organizational goals
- Capable of analyzing large volume of data and summarizing results

Problem Solving Skills

- Analyzes the impact of potential actions
- Identifies and resolves problems in a timely manner
- Anticipates the implications and consequences of situations and takes appropriate action to be prepared for possible contingencies

Leadership Skills

- Provides leadership and training to responsible area(s) regarding financial, budgetary, human resources and administrative matters
- Demonstrates strong leadership skills that can influence and motivate individuals and groups to achieve results

Organizational Agility

- Demonstrates the use of strategic and mission critical approaches in decisionmaking
- Knows how to get things done both through formal channels and the informal networks
- Demonstrates the ability to work effectively with Dean/VP/Unit Head to establish and accomplish the mission, strategic plans, goals and objectives of the unit

Teamwork and Peer Relationships

- Ability to work independently while establishing and maintaining effective working relationships with wide variety of constituents
- Ability to work through others and make appropriate interventions to ensure work flow is efficient and adequate resources are available

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- Possesses the ability to effectively serve on University committees and task forces
- Encourages collaboration and seeks feedback
- Demonstrate an ability to share organizational knowledge with peers to support their personal developments within the institutional framework

Planning/Project Management

- Ability to shift priorities and multi-task on various projects
- Develops strategies to achieve organizational goals
- Accurately scopes out length and difficulty of tasks and projects
- Realistically estimates time and resource requirements on projects

Customer Focus

- Dedicated to meeting the expectations and requirements of internal and external customers
- Establishes and maintains effective relationships with customers and gains their trust and respect
- Proactively identifies customer issues and quickly and effectively resolves customer problems

Personal Credibility

- Possesses high ethical standards
- Respects the confidentiality of information or concerns shared by others
- Interprets and understands University policies and applicable laws and regulations to ensure personal and unit compliance

Communication Skills

- Expresses oneself clearly in conversations and interactions with others
- Expresses oneself clearly and concisely in writing
- Demonstrates the ability to plan and deliver oral and written communications that are impactful and persuasive including presentations to university management and committees