# Business Manager– Position Description

## Position Purpose

Department or institute level responsibility for the day-to-day management of issues related to the department or institute budgets and personnel.

## Duties and Responsibilities

 • Provides various office and location support activities.

 • Identifies, enhances, and follows specific processes and procedures to maximize the efficiencies of the business unit to which the support is being provided.

 • Ensures correct functioning of facilities, office and/or business support services.

 • Formulates policies and guidelines to implement department missions related to faculty, staff, and students.

 • Evaluates compliance with internal and external regulations and manages daily operations, business affairs, and faculty affairs for the department.

 • Oversees and originates programs and special events related to the department.

 • Oversee operational activities of the department ensuring efficiency and compliance with department and College policies and procedures.

 • Review and monitor department budget to insure resources meet department/institute objectives.

 • Monitor all department reserves, research accounts, and cost centers to assure budgets are accurate.

 • Manage and approve department expenditures against approved budget.

 • Provide Chair/Director or other appropriate department administration with financial reports, analysis and projections for use in strategic planning.

 • Process and maintain records for department staff and faculty.

 • Coordinate department’s staff and faculty recruitment process.

 • Supervise office support staff, evaluate performance, and allocate tasks.

 • Communicate personnel policies to faculty and staff.

 • Act as a resource person on administrative procedures and provide guidance to faculty on matters relating to personnel issues.

 • Serve as the principal liaison between the Chair/Director and faculty, staff and administration.

 • Assist the Chair/Director or other appropriate department administration as needed to assure department projects and requests are completed in a timely and efficient manner.

## Knowledge, Skills and Abilities

Knowledge of technical, business, consultation, project management, and cultural awareness.

Customer focus, building trust, communication, critical thinking, and influencing skills.

## Position Requirements

Education: Bachelor’s degree

Experience: 6 years

FLSA: Exempt