

TAXONOMY OF PROFESSIONAL POSITIONS

This document is intended to assist individuals in career planning and/or position description development and is not an exhaustive list of responsibilities, duties, and/or required knowledge, skills, and abilities. The University requires compliance with provisions of the Fair Labor Standards Act (FLSA) in regard to exemptions from overtime.

Please note: responsibilities and requirements listed at lower levels are applicable to each subsequently higher level.

Level 18	Level 17	Level 16	Level 15
Level 14	Level 13	Level 12	Level 11

Level 18

Impact of Results

Under executive direction; receives instruction only as to broad objectives to be achieved; work is not readily subject to verification; subject only to broad guidance and review by executive officer(s). Directs the management, operation, and coordination of major University unit(s). Extent of influence impacts other units. Decisions have University-wide impact; envisions future trends and establishes appropriate goals to support changes in priorities or direction. Develops and maintains a wide range of effective/influential relationships at all levels of the University as well as with policy makers both within and outside the University on issues that affect overall activity of the University. Represents the University to constituencies including the general public, media, governmental agencies, elected and appointed officials, and administrators of other institutions as well as to internal administrators, students, faculty, and staff.

Scope of Responsibility

Establishes unit/divisional policies; recommends and implements policies/procedures that have University-wide impact. Participates with executive officers in strategic planning for the unit or division. Advises senior management and the Board, when appropriate, on issues that may impact the University. Develops recommendations based on an understanding of various options; makes major operating decisions. Identifies and analyzes unseen relationships as well as implications/causes of problems; resolves multifaceted and/or unique issues involving complex technical or specialized data as well as pertinent theories and concepts; resolves conflicting priorities of a unit and/or division.

Program/Project Oversight

Manages multiple programs or projects within a single unit or among several units, each of which has University-wide impact. Emphasis is on independence and self-direction of management, critical planning, scholarship, publications, and/or creative activities to accomplish the goals/strategic plan of the University. Conducts analysis of major program initiatives; recommends feasible alternatives; implements changes as appropriate.

Fiscal Responsibility

Manages (controls, oversees, and ensures sound fiscal operation) unit/division budget(s) of significant size and complexity; directs the development, presentation, and implementation of the budget. Selects, negotiates, manages, maintains, and terminates, when necessary, vendor relationships/contracts for major services (e.g., banking, investment management, offsite data storage, etc.) in consultation with senior administrators and, in some instances, representatives of the Board. Anticipates internal and external changes, trends, and influences in order to effectively manage resources and implement appropriate initiatives, maintains knowledge of events and trends affecting critical functions of the University. Develops overall strategies for self-sustaining,

fiscally sound revenue-generating enterprises/activities. Creates, develops, and implements effective innovative systems and procedures.

Leadership

Provides leadership to a unit/division of significant complexity, number of staff is significant and/or comprised of individuals with advanced technical expertise or significant record of academic accomplishment. Analyzes and resolves highly complex staffing and staff development issues; designs and implements appropriate organizational structure for unit/division in order to accomplish goals in an effective manner. Sets and models high performance standards; empowers teams to achieve objectives. Provides leadership in short- and long-range strategic planning and activities which support the University's philosophy and general objectives.

Knowledge/Experience/Skills/Abilities

Education level typically acquired by a prolonged course of advanced or professional study and ten years of progressively responsible related experience. Demonstrates understanding of academe to achieve results across disciplines, units/divisions and functions. Excellent oral and written communication skills; demonstrated public speaking, persuasion, and negotiation skills, tact, discretion. Extensive experience in working collaboratively, coaching and guiding the work of others; demonstrated human relations and organizational development experience. Critical thinking/problem-solving skills. Strategic planning skills. Ability to develop, plan, and implement short- and long-range goals. Advanced skill in budget preparation and management; ability to develop financial goals and manage resources. Advanced knowledge of cost-analysis techniques.

Level 17

Impact of Results

Under executive or senior professional direction; receives instruction only as to broad objectives to be achieved; work is not readily subject to verification; subject only to strategic guidance and evaluation by senior management. Manages large programs/unit(s) that have University-wide impact. Major degree of influence is exercised within the unit/division and extends to include other key units. Decisions often affect multiple units or departments and occasionally have University-wide impact; envisions future trends and establishes appropriate goals to support changes in priorities or direction. Develops and maintains a wide range of effective/influential relationships with a variety of constituencies, both within and outside the University, on matters of substantial importance that affect broad segments/multiple levels of the University. Represents the University to constituencies including the general public, media, governmental agencies, elected and/or appointed officials, and administrators of other institutions as well as to University administrators, students, faculty, and/or staff.

Scope of Responsibility

Establishes and implements unit(s) policies and procedures; recommends divisional policies and procedures. Integrates activities that have common objectives; focuses on program objectives and their alignment with the University's long-range strategic plan. Develops recommendations for major operating procedures after analyzing various options; makes operating decisions. Analyzes and identifies unseen relationships or implications of problems and issues; resolves multifaceted and/or unique problems involving evaluation of complex technical or specialized data as well as pertinent theories and concepts; resolves conflicting priorities. Participates with supervisor in translating strategic plan into actions; implements goals of strategic plan. Applies highly specialized expertise in providing assessment, evaluation, and/or opinion.

Program/Project Oversight

Manages multiple programs or projects, within a single unit or among several units, each of which may have University-wide impact. Exercises a high level of independent judgment and self-direction of management, scholarship, publications, and/or creative activities to accomplish the goals/strategic plan of the University. Develops opportunities to apply new and evolving ideas, methods, designs, and technologies.

Fiscal Responsibility

Manages (controls, oversees, and ensures sound fiscal operations) unit/division budget(s) of significant size and complexity; directs the timely, accurate and comprehensive development, presentation, and implementation of the budget. Oversees, administers, and negotiates contracts for services or consultants. Creates, develops, and implements effective innovative systems and procedures. Ensures sound fiscal operation, including the timely, accurate, and comprehensive development of budgets and implementation. Develops strategies for self-sustaining, fiscally sound, revenue-generating

enterprises/activities. Develops competitive proposals and secures independent funding for projects.

Leadership

Provides leadership to a unit of considerable complexity where professionals are numerous. Analyzes and resolves moderately complex staffing and staff development issues; designs and implements appropriate organizational structure for unit in order to accomplish goals in an efficient and cost effective manner. Sets and models high performance standards; empowers teams to achieve objectives; actively encourages and develops others to take leadership roles. Provides professional leadership in short- and long-range strategic planning and activities, which support the University's philosophy and general objectives.

Knowledge/Experience/Skills/Abilities

Education level typically acquired by a prolonged course of advanced or professional study and eight years of progressively responsible related experience. Demonstrates understanding of academe to achieve results across disciplines, units/divisions, and functions. Excellent oral and written communication skills; demonstrated public speaking, persuasion, and negotiation skills. Extensive experience in working collaboratively; demonstrated human relations skills; organizational development experience. Critical thinking/problem solving. Strategic planning skills. Ability to develop, plan, and implement short- and long-range goals. Advanced skill in budget preparation and management. Ability to develop financial goals and manage resources. Advanced knowledge of cost-analysis techniques.

Level 16

Impact of Results

Under executive or senior professional direction; receives instruction only as to objectives to be achieved; work is not readily subject to verification; subject only to strategic guidance and evaluation by supervisor. Exercises major degree of influence is within unit/division. Decisions and job-related activities affect multiple units, and/or large segments of the University community (e.g., students, faculty, staff, or alumni). Develops and maintains effective relationships with a variety of constituencies both within and outside the University on issues that affect segments of the University in order to achieve optimum operational results; significant interaction may occur with other units. Engages in communication at multiple levels of the University dealing with matters of importance; accountable for establishing relationships with external constituencies in matters that may affect execution of University policies, programs, and objectives.

Scope of Responsibility

Formulates unit policies; develops long-term objectives for unit; makes operating decisions that affect unit. Integrates activities that have a common objective; focuses on program objectives and their alignment with the University's long-range strategic plan; anticipates work; plans, develops and facilitates tasks and projects for the unit. Considers the risk, benefit, and impact of decisions before taking action. Develops recommendations for major operating procedures after analyzing various options; makes decisions regarding unique problems. Participates with supervisor in translating strategic plan into actions. Applies highly specialized expertise in providing assessment, evaluation, and/or opinion.

Program/Project Oversight

Manages small-to-mid-sized programs, which may have University-wide impact. Manages all department functions, exerting a major degree of influence. Plans and develops system of checks and balances for work of the unit in order to ensure the effective and timely discovery of errors/omissions. Performs complex analyses on a wide variety of data involving numerous variables; synthesizes and interprets information; makes recommendations of significant impact based on analysis. Plans, organizes, directs, coordinates and controls projects; serves as lead researcher/Principal Investigator; publishes in professional journals/periodicals. Establishes research methodology, protocols, and procedures. Exercises a high degree of creativity, foresight, and judgment in planning, organizing, and guiding programs and activities of importance.

Fiscal Responsibility

Manages and has fiscal responsibility for unit budget of significant size and complexity. Develops competitive proposals and secures independent funding for projects. Administers large divisional/complex budgets (typically less than \$30M annually) for which supervisor/others have management oversight and fiscal responsibility. Administers fiscal affairs of the unit including budget planning, expenditures, and cost

analysis, procedures for expense payments, and financial projections; coordinates account reconciliation and financial reporting activities; develops systems to improve controls and processing; participates in the development of new projects and/or programs.

Leadership

Manages and provides leadership to a mid-sized unit, generally consisting of professional and salaried and/or hourly staff staff (up to 20 individuals). Makes recommendations and decisions that have a major impact on activities of the unit/division.

Knowledge/Experience/Skills/Abilities

Education level typically associated with an advanced degree in a specialized discipline and six years related experience required (positions which are predominantly intellectual in nature may require a Ph.D. and comparable related experience). Maintains a broad knowledge of state-of-the-art technology, equipment and/or systems. Ability to utilize advanced computer, statistical, and/or technical applications. Ability to develop, organize, and manage high profile and/or groundbreaking projects, as well as conduct systematic analysis and develop solutions to complex problems. Critical thinking/problem-solving skills. Advanced knowledge of competitive contracts and grants development and management. Ability to develop reports and manuscripts based on original research/evaluation. Knowledge of organizational development theory and practices. Strategic planning skills. Ability to develop, plan, and implement short- and long-range goals. Skill in organizing resources and establishing priorities. Advanced skills in budget preparation and management of large/highly complex budgets. Ability to develop financial plans and manage resources.

Level 15

Impact of Results

Under limited direction; receives instruction only as to results to be achieved; work may be subject to checks and verification. Exercises major degree of influence within specialized area of University activity. Manages key function(s) of a unit/division. Decisions may affect multiple units. Maintains relationships with a variety of constituencies either predominantly within the University or external to the University in order to achieve optimum operational results. Engages in communication at multiple levels of the University dealing with matters of importance; accountable for establishing communications and coordination with external constituencies in matters that may affect execution of policies, programs and objectives.

Scope of Responsibility

Makes recommendations for policy formulation within a complex unit; works closely with supervisor on policy issues; develops proposals for upper management. Integrates activities that align with unit objectives; anticipates work; plans, develops and facilitates tasks and projects for the unit. Facilitates optimal unit performance to align with the University's vision/strategies. Considers the risk, benefit, and impact of decisions before taking action; makes operating decisions that affect unit. Carries out creative or unique ventures under changing conditions; designs and implements protocols; develops original or improved methods, processes, and/or technologies; applies advanced analytical techniques; develops statistical and observational models. Independently employs a broad knowledge in a particular field of specialization; originality of approach is essential; willingly seeks out information, experts, or resources to creatively resolve issues or develop new ideas.

Program/Project Oversight

Plans, organizes, directs, coordinates, and controls projects; designs and conducts program/project evaluations; develops and implements new systems of assessing program issues/services. Analyzes and/or researches complex data associated with programs and/or projects. Serves as Principal Investigator; publishes in journals/periodicals; identifies strategies for developing sources of funds for new initiatives. Designs and develops innovative equipment, testing materials, methods, and techniques; engages in independent scholarship and publication; may have teaching responsibility.

Fiscal Responsibility

Manages unit budget(s). Develops competitive proposals and secures independent funding for projects. Administers large divisional/complex budgets (typically less than \$22M annually) for which supervisor/others have management oversight and fiscal responsibility. Assists in the development of unit budget; analyzes resource needs for ongoing and new programs; develops and maintains budget forecasting models; discovers, interprets, and articulates areas of fiscal concern. Interprets and applies personnel and budget policies; advises others in unit or College on budget-related policy; evaluates impact of ongoing and new initiatives on current and future budgets.

Leadership

Supervises a small staff (generally fewer than 20 individuals) consisting of both professional, salaried, and/or hourly staff personnel. Manages and oversees the daily operations of one or more functional areas in the division, ensuring compliance with University, state, and federal policies and procedures. Serves as a team leader or member of team with senior administrators.

Knowledge/Experience/Skills/Abilities

Education level typically associated with Master's degree (positions which are intellectual/advisory in nature may require a Ph.D. and in-depth knowledge in a specialized area) and five years related experience required. Knowledge of organizational development theory and practices. Strategic planning skills. Knowledge of cost analysis techniques, budget preparation, and management. Ability to develop financial plans and manage resources, and analyze budgetary expenditures for compliance with approved budget. Ability to perform statistical analysis to meet a range of informational requirements. Ability to develop, plan, and implement short- and long-range goals. Ability to plan, implement and evaluate programs. Skill in establishing, directing, and enforcing policies and regulations.

Level 14

Impact of Results

Under limited direction; receives instruction only as to results to be achieved; work may be subject to checks and verification. Manages the administrative functions/fiscal affairs of a unit; monitors business activities; serves as a member of the unit management team in the allocation of resources, facilities, and personnel to multiple programs and projects; plans and conducts research. Exercises major degree of influence within unit. Decisions typically impact unit. Maintains relationships with constituencies, predominantly related to issues that affect specific segments of the University. Engages in communication at multiple levels of the University dealing with matters of importance; accountable for establishing communication and coordination with predominantly internal constituencies in matters that affect execution of policies, programs, and objectives.

Scope of Responsibility

Assists in policy development; analyzes, interprets, and recommends administrative practices and procedures. Develops action plans that anticipate possible implementation challenges. Considers the risk, benefit, and impact of decisions before taking action. Effectively resolves a wide variety of intricate problems.

Program/Project Oversight

Organizes and administers large projects; directs and controls projects of limited scope and/or manages specialized segments of highly technical/complex/ high profile projects/studies. Designs and develops equipment, testing materials, appropriate methods, and techniques for analyzing information and protocols; recommends changes to work/methods; participates in scholarly activities; may have teaching responsibility. Effectively operates, maintains, and troubleshoots highly sophisticated technical equipment/instruments; instructs others in safe and appropriate use of equipment/instruments. Analyzes complex data and reports research findings. Provides expert advice/consultation.

Fiscal Responsibility

Manages unit/departmental budget(s). Develops competitive proposals and assists in securing independent funding for projects. Administers budget(s) (typically less than \$15M annually) for which supervisor/others have management oversight and fiscal responsibility. Develops and implements strategic analyses and plans for the unit. Oversees multiple grant budgets.

Leadership

Supervises a small staff (generally fewer than 20 individuals) consisting predominantly of salaried and/or hourly staff. Motivates, develops, directs, and assigns staff. Coordinates and supervises the work of others on a project; provides technical assistance to unit staff/students.

Knowledge/Experience/Skills/Abilities

Education level typically associated with Bachelor's degree (positions which are intellectual/advisory in nature may require a graduate degree and in-depth knowledge in a specialized area) and four years related work experience required. Master's degree preferred. Demonstrated in-depth and up-to-date knowledge of pertinent fields and awareness of current technologies. May require advanced knowledge of computerized information systems. Knowledge of organizational development theory and practices. Strategic planning skills. Knowledge of cost analysis techniques, budget preparation, and management. Ability to develop financial plans and manage resources, and analyze budgetary expenditures for compliance with approved budget. Ability to apply statistical principles and processes to meet a range of informational requirements. Ability to develop, plan, and implement short- and long-range goals. Program planning and implementation skills. Advanced knowledge of customer service standards and procedures. Skill in establishing, directing and enforcing policies and regulations.

Level 13

Impact of Results

Under general direction; receives instruction as to results to be obtained with guidance as to procedures to be followed; may be subject to verification. Decisions impact unit; influence is exercised within unit. Maintains relationships with constituencies, predominantly related to issues that affect specific segments of the University and/or focused within a specialized function.

Scope of Responsibility

Develops policies related to specific programs or processes within the unit; guided by University policies, may independently grant exceptions on matters of importance. Advises students on matters that are complex in nature (e.g., course load, academic progress, policy issues); advises defined groups of students on moderately complex issues. Resolves complex administrative/procedural problems. Analyzes and interprets complex data. Develops innovative programs/strategies to support the University's goals of attracting and retaining an academically talented and diverse student and employee population. Develops appropriate marketing/customer service strategies; promotes customer satisfaction. Participates in technical assistance, research and outreach education.

Program/Project Oversight

Establishes long-range objectives and develops strategic and technical plans for implementation and completion of special projects/programs; fosters project opportunities; develops schedules and timelines; independently plans and manages high profile and complex program/event logistics. Writes, edits, and produces publications, including articles, manuscripts, journals, and/or website material; ensures that materials meet established standards. Makes public presentations to sponsors, public, and/or University constituencies. Plans, coordinates, and conducts research requiring judgment in the independent evaluation, selection, and substantial adaptation and modification of standard research techniques. Manages and maintains lab; prepares and maintains instructional resources/materials; provides related training/support; effectively operates, maintains, and troubleshoots sophisticated technical equipment. May participate in instructional activities. Analyzes complex data and reports research findings; instructs others in use of complex equipment, applications, methods, techniques, etc.

Fiscal Responsibility

Monitors and administers resources (typically less than \$8M annually) for which supervisor/others have management oversight and fiscal responsibility; gathers information and makes recommendations for supplies, material, and equipment. In collaboration with the Principal Investigator/mentor, develops competitive proposals and assists in securing independent funding for projects. Oversees multiple grants budgets; provides accounting services for a large unit or component of major University accounting function; prepares budgets and applicable internal and external reports.

Leadership

Supervises staff comprised of predominantly salaried and/or hourly staff. Provides guidance and direction including setting performance standards and developing and leading staff. Conducts needs/feasibility assessment; develops training initiatives and determines effective instructional/delivery methods; prepares training materials and leads presentations; conducts and analyzes participants' evaluations.

Knowledge/Experience/Skills/Abilities

Education level typically associated with Bachelor's degree (positions which are intellectual/advisory in nature may require a graduate degree and in-depth knowledge in a specialized area) and three years of related work experience required. Knowledge of cost analysis techniques. Skill in budget preparation and management. Ability to develop financial plans and manage resources. Ability to analyze budgetary expenditures for compliance with approved budget. Ability to apply statistical principles and processes to meet a range of informational requirements. Ability to implement short- and long-range goals. Program planning and implementation skills. Ability to plan and evaluate programs. Skill in directing and enforcing policies and procedures. May require advanced knowledge of computerized information systems.

Level 12

Impact of Results

Under general direction; receives instruction as to results to be obtained with guidance as to procedures to be followed; work may be subject to verification. Decisions impact department or unit. Proactively identifies, pursues, and cultivates relationships with local, state, and federal agencies and sponsors that have direct interaction and/or potential impact on unit. Anticipates outcomes; involves other individuals, groups, departments, functions, and levels to solve problems and achieve results. Appropriately balances expectations and needs of different groups. Implements systems to ensure actions/decisions do not unduly obligate or place the University in an adverse position.

Scope of Responsibility

Identifies the critical issues to be communicated in moderately complex situations; gathers, utilizes, and interprets relevant information when making decisions. Constructively manages conflict by looking for areas of common agreement; effectively negotiates and recommends mutually acceptable solutions. Develops policies related to specific programs or processes within the unit; guided by University policies, may independently grant exceptions on matters of importance. Resolves complex administrative/procedural problems. Analyzes and interprets complex data. Develops innovative programs/strategies to support the University's goals of attracting and retaining an academically talented and diverse student and employee population. Independently conducts or carries out work procedures and activities for purposes of installing, modifying, preparing, delivering, constructing, integrating, finishing, or completing programs, systems, structures, or products.

Program/Project Oversight

Assists in the organization and coordination of multiple projects or programs within a given unit; coordinates scheduling; independently plans and manages complex program/event logistics. Identifies the nature/source of problem and implements changes necessary to achieve goals. Develops methods for analysis and presentation of data; analyzes trends and incorporates conclusions into long-range program planning. Delivers group and individual instruction and training covering a range of technical, operational, and/or management areas in a specified field. Coordinates and maintains labs/instructional resources; provides related training/support; effectively operates, maintains, and troubleshoots sophisticated technical equipment. Maintains and adapts sophisticated laboratory tests/apparatus; designs, performs, and/or oversees experiments and data collection to ensure data integrity, quality control, and protocol compliance.

Fiscal Responsibility

Monitors and coordinates budget (typically less than \$5M annually) for which supervisor/others have management oversight and fiscal responsibility. Monitors revenue/expenditures; approves purchases within guidelines. Evaluates and verifies information against a set of standards. Assists with the preparation of annual budget. Provides consultation and expert advice to management or other groups on technical,

systems-related, or process related topics. In collaboration with the Principal Investigator/mentor, aids in the preparation of proposals, including proposal writing. Weighs the relative costs and benefits of a potential action; makes estimates.

Leadership

Supervises predominantly salaried and hourly staff. Manages individual development by providing coaching, feedback, and reinforcement. Seeks and builds upon the ideas of individuals; involves others in planned process improvement efforts and measures. Fosters the attitudes, conditions, and environments that yield improved quality of performance and productivity.

Knowledge/Experience/Skills/Abilities

Education level typically associated with Bachelor's degree (positions which are intellectual/advisory in nature may require a graduate degree and advanced knowledge in a specialized field) and two years of related work experience required. Ability to communicate effectively as indicated by the needs of the audience; ability to write clearly, logically and concisely. Ability to maintain knowledge of state-of-the-art technology, equipment, and/or systems. May require intermediate knowledge of computerized information systems and knowledge of computer systems analysis and design. Ability to use logic and analysis to identify the strengths and weaknesses of different approaches. Ability to determine the long-term outcomes of a change in operations. Knowledge of cost analysis techniques. Skill in budget preparation and administration. Ability to manage resources. Ability to analyze budgetary expenditures for compliance with approved budget. Ability to implement and evaluate programs. Knowledge of customer service standards and procedures. Skill in establishing, directing, and enforcing policies and procedures.

Level 11

Impact of Results

Under general direction; receives instruction as to results to be obtained and guidance as to procedures to be followed; work subject to verification. Decisions impact department or unit. Acts as a resource to others in the unit. Identifies and pursues relationships with local, state and federal agencies and sponsor(s) that have direct interaction with unit. Analyzes and responds to evolving customer expectations and needs by continuously improving practices, processes, and services; maintains liaison with relevant departments. Appropriately balances expectations and needs of different groups; endeavors to choose the optimal method/style of communication. Implements systems to ensure actions/decisions do not unduly obligate or place the University in an adverse position. Effectively responds to changes in direction and priorities.

Scope of Responsibility

Regularly exercises discretion on matters of significant importance (not simply matters of an operational nature). Oversees the daily operation of a unit, unit projects, programs, and processes, ensuring compliance with University, local, state, and federal policies and regulations. Interprets and applies unit, University, and sponsor's policies; determines alternative methods to resolve policy-related issues; recommends new/changes to policies and procedures to supervisor; ensures compliance with existing unit, University, and sponsor's policies. Provides timely, accurate, and candid information on critical issues to colleagues and team members. Presents information or data in a format that is understandable and readily archived; analyzes data and resolves complex problems; makes administrative decisions and judgments of relative importance; handles highly sensitive, confidential issues. Uses a well-ordered approach to solving problems and sound judgment in making decisions. Applies current technologies. Participates in the analysis, design, development, and implementation of associated computer systems and applications, as required to meet evolving needs. Considers alternate strategies; modifies or changes strategies to ensure optimum results.

Program/Project Oversight

Establishes and maintains procedures and systems for monitoring processes and results achieved. Plans and implements process improvements. Designs assessment instruments and compiles data. Recommends change to techniques. Conducts structured and unstructured interviews. Determines processes for preservation and conservation of materials or specimens. Manages database development for effective information management. Conducts recruitment events and presents programs for internal and external constituencies. Participates in research in field of expertise.

Fiscal Responsibility

Monitors and coordinates budget (typically less than \$3M) for which supervisor/others have management oversight and fiscal responsibility. Interprets and executes financial policies and procedures; makes recommendations for change as appropriate. Applies

business processes and conducts financial analysis to identify costs risks and alternatives. Assists in budget development; coordinates unit's fiscal affairs that includes assisting in budget planning and expenditure and cost projections; ensures that procedures for expense payments are followed; maintains effective stewardship of sponsor's funds; coordinates timely account reconciliation and financial reporting activities. Manages the timely billings for large, complex monthly invoices. Researches and evaluates time, costs, resources, or materials needed; determines how resources are allocated. Obtains information from all relevant sources. Identifies underlying principles, reasons or facts by breaking down information or data into separate parts. Determines effective methods to structure, classify, and present multiple pieces of information.

Leadership

Supervises salaried and hourly staff. Makes recommendations for hiring. Conducts performance evaluation and training, allocates work, and resolves complex problems. Delegates according to the individuals' skills, knowledge, and abilities. Clearly explains work assignments. Establishes and communicates performance criteria. Provides timely and specific feedback. Demonstrates effective short- and long-term judgment. Identifies and solves moderately complex personnel issues by gathering sufficient quantity and quality of data and selecting the optimum course of action. Manages human resource-related matters (classification, personnel issues, and recruitment) in compliance with University and applicable state, federal and/or sponsor regulations. Actively listens to others; asks questions and responds appropriately; clarifies concerns, issues, and problems.

Knowledge/Experience/Skills/Abilities

Education level and experience typically associated with Bachelor's degree and one year related work experience or Associate's degree and three years related work experience required (positions which are intellectual and varied in nature, minimally require advanced knowledge beyond an Associate's degree; see FLSA). Ability to communicate effectively as indicated by the needs of the audience; ability to write clearly, logically, and concisely. Human relations and listening skills; ability to exercise tact and discretion. Intermediate computer skills (word processing, spreadsheet, database, presentation software, email and web navigation skills). Ability to maintain technological competence. Program/project implementation, organizing and coordinating skills. Ability to develop and deliver presentations. Ability to supervise and develop assigned staff including organizing, prioritizing, and scheduling work assignments, foster a cooperative environment, create and maintain recordkeeping systems and procedures, as well as plan, organize, implement, evaluate, and modify support needs. Ability to interpret, adapt, and apply guidelines and procedures, make administrative/ procedural decisions and judgments, analyze and solve problems, and locate, structure or classify multiple pieces of essential information. Ability to design and implement surveys and information gathering tools. Knowledge of cost analysis techniques. Ability to analyze budgetary expenditures for compliance with approved budget.