Title: Business Administrator

Pay Scale Group: 00 (Broadband)

Essential Function

Professional employees that typically have direct supervisory responsibilities of a unit or multiple units, in addition to major management responsibilities for a wide range of projects/tasks associated with primary business operations, academic, or student services. Responsibilities include day-to-day administration of specialized activities related to a business office and reports to management, provide recommendation and advice to management or other groups on process related topics and conduct or carry out work procedures and activities in accordance with local, state, federal, and university regulations.

Characteristic Duties

Manage the financial, administrative, and operational activities of a large and diversified unit with a considerable income generation component;

Direct personnel functions for an operating unit and oversee annual salary increase processes;

Coordinate budget preparation and monitor grants and contracts;

Determine purchasing priorities and make recommendations for major capital expenditures;

Serves as a seasoned and proficient professional;

Perform related duties based on departmental need.

Minimum Qualifications

Bachelor's degree with three (3) years’ experience; - OR- Associate's degree and five (5) years’ experience; -OR-seven (7) years’ experience; degree must be in Business Administration or related field. Financial and administrative experience is required and must include three (3) years supervision. Incumbent must possess the business/financial experience to be fully proficient in performing most or all work assignments.

Skill Level: Requires intermediate knowledge of business area, including standard accounting principles, terminology, theories and practices; duties are of moderate to high complexity and require a wide range of problem solving; development of practical and thorough solutions, proactive efforts, exploration and adaptation of changing business and financial systems, identification, evaluation and resolution of routine and non-routine problems; and integration, coordination, and interpretation of business data. Experience and/or training include intermediate to advanced level experience working in one or more business related area(s).