

# University of Houston – Clear Lake

## Position Description

Job Title: **Director, Academic Support & Business Services**

Job Code: **2348**

Pay Grade: **060**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor' degree-Business Administration or related	Master's degree
Experience	Five to seven years academic administration and knowledge of federal, state, UHS and institutional policies and procedures	Seven years academic administration and knowledge of federal, state,UHS and institutional policies and procedures
License/Certification		

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

**Provides leadership for operational activities of the Academic Affairs division. Responsible for the development, implementation and monitoring of operational activities, budget and planning. Activities include resolving administrative and operational problems while ensuring compliance with federal, state, UHS as well as institutional policies and regulations. Monitors the Academic Affairs operating budgets by reviewing and approving Provost Office and project expenditures, including budget requests and transfers, and personnel actions. Assists in the implementation of the divisional biennial operating plan and facilities work prioritizations. Assists in the development of university-wide procedures to implement UHS policies. Performs special research and analysis to assist the Senior Vice President/Provost and AVPs in decision making. Provides leadership for office administrative support team.**

Duties and responsibilities	% Time
Resolves administrative and operational problems. Defines steps to be taken to bring projects to closure and to resolve issues. Plans standards of practice, procedures and policies related to these projects and issues. Serves as primary liaison for Sr. VP/Provost within academic and administrative units for operational issues. Monitors and analyzes division accounts and meets with appropriate Administration & Finance Department Heads, budget managers and business coordinators to update budget/project projections, troubleshoot and resolve operating deficiencies.	25
Reviews and provides signature approval of budget, accounting, purchasing, HR documents (and related materials) prepared by support staff within the work groups. Supervises three Sr. Business Coordinators and one Sr. Business Asst. and the Academic Support Services Coordinator in the fulfillment of their assigned duties and by their support of the AVPSA, AVPAA and AVPIR divisions. Responsible for staff development, evaluation and recognition. Includes assessing, training needs and providing training, conducting annual assessments, counseling and discipline.	25
Assists in the development and management of departmental budgets, assuring budget allocations are linked with planning documents and institutional priorities. Provides analysis, advice and guideline interpretations to administrative supervisor and department heads. Administers policies and procedures for the Academic Affairs division.	15

Active participant in biennial planning and assessment process for component. Develops assessment for division of Sr. Vice President and Provost.	15
Applies a thorough, broad-based knowledge of financial and operating policies and procedures to supervise, control and coordinate the business affairs of the Academic Affairs division. Participates in training sessions related to business policies, practices, and procedures; disseminates financial process information and instruction within the division.	10
Creates and maintains information databases for research or information needs, such as component analysis, reaccreditation studies, planning documents, facilities work prioritizations and project status, etc. Conducts financial research analyses and financial projections as needed in the division, e.g. distance education costs/profits, salary analyses, modification to instructional allocation models. Other duties as assigned.	10

***This position description describes the general qualifications, duties and responsibilities of work being performed.***