

JOB INFORMATION

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| Job Code | AD95 |
| Job Description Title | Admstr, Advancement Business Operations |
| Pay Grade | MC08 |
| Range Minimum | \$47,660 |
| 33rd % | \$57,190 |
| Range Midpoint | \$61,950 |
| 67th % | \$66,720 |
| Range Maximum | \$76,250 |
| Exemption Status | Exempt |
| Approved Date: | 3/5/2024 4:53:13 PM |

JOB FAMILY AND FUNCTION

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| Job Family: | Marketing, Communications, & Multimedia |
| Job Function: | Communications Strategy |

JOB SUMMARY

Reporting to the Director for Marketing, the Administrator Advancement Business Operations is responsible for providing guidance to the entire division/college to create efficient and effective business processes. This position understands the breadth work of the units work, how each department and function interrelates to one another and identifies collaborative opportunities amongst staff within the department and across the division when applicable. This position also provides oversight to similar functions, particularly with high-volume communication project coordination.

RESPONSIBILITIES

- Provides guidance to all division staff in the creation, organization, and documentation of business processes. Identifies and maintains standards and procedures to ensure business continuity and enhanced constituent experiences.
- Develops processes and associated tools to provide efficiencies, automated workflows, and technological solutions to a variety of division/college work.
- Establishes and coordinates a variety of projects to ensure a timely and efficient completion by working with a variety of subject matter experts.
- Provides guidance and direction of the division leadership, specifically to ensure effective and efficient communication project coordination and timelines. Maintains a macro-understanding of marketing and communication projects, goals, data, outcomes, and deadlines.
- Creates productions schedules, workflows, summary and budget reports, sets time frames, and coordinates with other departments to ensure that project deadlines are met and within budget.
- Reports progress to leadership and communicates regularly with staff across the Division, University, and External Vendors.
- Maintains daily/monthly department quality and productivity standards to meet department goals.
- Responsible for the assistance and guidance in the development for policies, procedures, and applications to identify, recommend, create, document, and communicate procedures in a clear and concise manner.
- Informs supervisor of major issues and compliance risks. Performs data collection and analyses to provide meaningful service to clients.

SUPERVISORY RESPONSIBILITIES

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| Supervisory Responsibility | May supervise employees but supervision is not the main focus of the job. |
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|--------------------|-------------------------|-----|---------------------|--|----|
| High School | | and | 6 years of | Experience in data collection, reporting, project management software, and communication with clients and outside vendors. | Or |
| Associate's Degree | No Specific Discipline. | and | 3 years of | Experience in data collection, reporting, project management software, and communication with clients and outside vendors. | Or |
| Bachelor's Degree | No Specific Discipline. | and | 2 years of | Experience in data collection, reporting, project management software, and communication with clients and outside vendors. | |

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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| Ability to coordinate complex projects with limited timeframes. | |
| Knowledge of efficient workflows, techniques, and quality control. | |
| Excellent time-management and organizational skills. | |

PHYSICAL DEMANDS & WORKING CONDITIONS

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|----------------------------|-----------------------------------|
| Physical Demands Category: | Office and Administrative Support |
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PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing | | | X | | | |
| Walking | | | X | | | |
| Sitting | | | | | X | |
| Lifting | | X | | | | |
| Climbing | | X | | | | |
| Stooping/ Kneeling/ Crouching | | X | | | | |
| Reaching | | X | | | | |
| Talking | | | | | X | |
| Hearing | | | | | X | |
| Repetitive Motions | | | | X | | |
| Eye/Hand/Foot Coordination | | | | X | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|----------------------|-------|--------|--------------|------------|------------|
| Extreme temperatures | | X | | | |
| Hazards | | X | | | |
| Wet and/or humid | | X | | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|-------------------|-------|--------|--------------|------------|------------|
| Noise | | | X | | |
| Chemical | | X | | | |
| Dusts | | X | | | |
| Poor ventilation | | X | | | |

Vision Requirements:

Ability to see information in print and/or electronically.

Travel Requirements:

None Required