



**JOB INFORMATION**

Job Code	DB18
Job Description Title	Exec Asst/Bus Mgr, Division
Pay Grade	FO08
Range Minimum	\$49,050
33rd %	\$58,860
Range Midpoint	\$63,760
67th %	\$68,670
Range Maximum	\$78,480
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/3/2012

**JOB FAMILY AND FUNCTION**

Job Family:	Financial & Business Operations
Job Function:	Business Administration

**JOB SUMMARY**

Provides professional budgeting and managerial expertise for a division including a combination of management of human resources, purchasing, complex events/meetings or projects and management of budgetary and financial functions.

**RESPONSIBILITIES**

- Manages the financial affairs of a division by monitoring expenditures and reimbursements and advising management on financial matters.
- Manages the business operations and programs for the division.
- Coordinates human resources activities such as staffing coordination for the division.
- Provides guidance to administrators and staff regarding university and department policies and procedures.
- Develops office procedures and implements administrative process changes.
- Supervises the administration functions of the department and composes or prepares reports and presentations.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

**SUPERVISORY RESPONSIBILITIES**

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	High School Diploma or equivalent	and	8 years of	Experience in administrative and financial support services	

Substitutions Allowed for Experience  Yes

*Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.*

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of rules and regulations related to human resource administration, budgeting policies and practices, and contract and grants administration.

## MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None Required.			

## REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:  Other

## 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 cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

**Vision Requirements:**  
Ability to see information in print and/or electronically.