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Developed by:.....RAR
Reviewed by:.....DLJ; LK
Approved by:.....LK
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Manager, Business/Alan Shawn Feinstein College of Education and Professional Studies

DIVISION: Academic Affairs

REPORTS TO: Dean, Alan Shawn Feinstein College of Education and Professional Studies

GRADE: 12

SUPERVISES: Support staff

BASIC FUNCTION:

Responsible for all business functions of the Alan Shawn Feinstein College of Education and Professional Studies, including budget and finances (all sources of funds.) Advise and support the Dean and unit heads in the appropriate generation and use of College resources. Promote and encourage adherence to prescribed federal, state, and institutional policies and procedures by College and departmental staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervise and monitor routine business functions for all departments, programs and units within the Feinstein College of Education and Professional Studies.

Supervise and monitor the management of the Feinstein College of Education and Professional Studies campus facilities (e.g., building maintenance, repairs and improvements, classroom scheduling, campus parking, outside events and mailroom activities). Supervise facilities support staff. Proactively address issues pertaining to parking passes, classroom schedules and housekeeping crew.

Partner with the Assistant Building and Grounds Officer to determine facility needs, make recommendations and assess issues. Partner with Capital Projects regarding renovation & construction projects.

Actively represent College in meetings with Department of Administration, Division of Capital Asset Management & Maintenance, URI Capital Projects and RIDE.

At the direction of the Provost Office, monitor faculty summer re-contracting for the University. Prepare bi-weekly reports and SR-1s. Evaluate process and report findings to Vice Provost.

Coordinate the College's business affairs and act as liaison/advocate/facilitator with relevant University offices. Assume leadership as requested by the Dean.

Coordinate budget requests from units within the College and assist with the determination of departmental budgets. Prepare the maintenance budget to determine best utilization of funds. Plan and monitor budgets for facility operations and improvements. Provide the Dean with various reports that can be utilized as decision-making tools.

Maintain databases for the College. Oversee the reconciliation of College budgets and accounts with the University's financial records and compare actual revenues and expenditures against approved budgets on a monthly basis. Report analysis of fiscal year and projection results to the Dean, department chairs and others responsible for College accounts.

Provide support to Academic Affairs in ensuring compliance by College and departmental staff with prescribed federal, state, and institutional policies and procedures, including adherence to general accepted accounting principles.

Supervise all service contracts, inventories, and routine purchases, as well as coordinate blanket order requirements and maintain status of same for the College. Prepare contracts for various services. Supervise the preparation of personnel, payroll and other business forms.

Centralize all human resource administration for the College. Prepare and process all HR forms for faculty and staff (e.g. new hires, terminations, sabbaticals, medical leaves, annual limited extensions and RF-1s).

Train, assist, and support department chairs, principal investigators, support staff and others in business functions.

Support principal investigators, faculty, administrators and other staff in generating and managing general revenue and external funding.

Travel between the Kingston and Providence campuses, as needed.

OTHER DUTIES AND RESPONSIBILITIES:

As assigned by the Dean.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database, and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in business administration, accounting or related field, OR Bachelor's degree and equivalent quantitative knowledge and skills; Minimum three years of experience in a business management function; Demonstrated problem solving skills; Demonstrated computer experience (including word processing, spreadsheets, databases and electronic mail systems); Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency with written communication skills; Demonstrated experience planning and overseeing fiscal projects; Demonstrated ability to organize large amounts

of data; Demonstrated ability to work in an environment with complex policies and procedures; and, Demonstrated ability to work with diverse groups/populations.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.