



Job Description

Position Title: Business Manager			
Emp Class: A1	Grade: G	Job Code: A2824	Date: January 2012
This is a regular, full-time exempt position, minimum 40 hours per week.			
POSITION SUMMARY			
Responsible for the management and oversight of the general fiscal and operational activities of the Barney School as well as overall support for all Signature; Global Broadcast; No-Hassle and Student Course Evaluation programs in the Barney School of Business.			
KEY RESPONSIBILITIES			% OF TIME
Develops, manages and audits reports regarding all of the College's fiscal operations in an effort to ensure prudent budgetary management. Oversees and maintains various budgets, restricted accounts, endowed scholarships, expense funds as well as purchasing and operating activities. Reviews budgetary projections and actual operating results, identifying potential discrepancies and proposing possible solutions. Provides financial administration and support for external grants and contracts budgets of the Barney School in collaboration with the University administration and the principal investigator. Acts as the primary liaison to Financial Accounting Services, Information Technology Services, the Budget Office and Payroll regarding budget issues. Hires, trains, directly (and indirectly) supervises others who affect budgetary management efforts within the College. Handles highly sensitive information with confidentiality and tact. *			40%
Ensures the maintenance of the College's physical plant. Evaluates, negotiates, advises and expedites all activities and projects that involve the maintenance, improvement, expansion, corrective action or restoration of the College's physical plant. Works collaboratively with internal and external constituencies on physical plant projects to ensure conformance with local and state building, environmental and electrical codes as well as telephone operations, school security, information kiosks, video-conferencing, swipe card lock and emergency management systems. Follows up to ensure project completion as necessary and appropriate. Aprises the Dean of costs incurred for facility maintenance. *			20%
Supports the Dean's Office in planning and running all School level signature events including but not limited to the RC Knox Symposium, Lincoln Symposium, Beta Gamma Sigma Induction, Ellsworth Dinners, Corine T. Norgaard Women Leaders Lecture, International Business Plan Competition, and Lunch and Learn. *			20%
Works with external constituencies regarding the development and management of new technology services for use in the classroom including but not limited to International live, synchronous broadcasts. *			10%
Manages the Barney School's No-Hassle and Student Course Evaluation programs including, but not limited to, hiring, training, directly (and indirectly) supervising and managing student employees involved in the daily operations of these programs. *			10%
Performs other related duties as assigned.			
* Indicates an "essential" job function.			

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WORKING CONDITIONS

Normal office situation.

PHYSICAL EFFORT

Typically sitting at a desk or table.
Typically standing and/or walking.

Moderate lifting or carrying 26-50 lbs.

KEY JOB REQUIREMENTS

Formal Education:	Bachelor's Degree required.
Work Experience:	3 years to < 5 years.
Impact of Actions:	Makes recommendations or decisions which usually affect the assigned department but may at times affect operations, services, individuals or activities of others outside of the assigned department.
Complexity:	Varied. Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytical ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
Decision Making:	Analytical. Supervisor is available to establish broad objectives relative to basic position duties or departmental responsibilities. Independent judgement is required to study previously established, often partially relevant guidelines, plan for various interrelated activities and coordinate such activities within a work unit or while completing a project.
Internal Communication:	Requires regular contacts to discuss issues of moderate importance and to respond to inquiries. Occasionally requires contact with officials at higher levels on matters requiring cooperation, explanation and persuasion.
External Communication:	Requires regular external contact to discuss issues of moderate importance and respond to inquiries. Occasionally requires contact with the public involving the enforcement of regulations, policies and procedures.
Customer Relations:	Contact with customers involves more complex servicing over the telephone, in writing or in person to resolve complaints, make adjustments or correct mistakes about a selected service, product or capability.
Managerial Skills:	Has responsibility or authority which is limited to the direction of temporary or student workers.
Knowledge & Skills:	Professional Skills. Requires knowledge of theories and practices of a professional field. This level of skill is typically reserved for an individual with a four-year degree or a high level of vocational skill demonstrated by a number of years of on-the-job experience. Writes reports using technical data requiring considerable interpretation. Develops new methods and procedures. Frequently applies knowledge to practical issues and problems.
Special Skills:	<i>* The ability to work effectively with diverse groups.</i>

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Date Created: December 2011