SUMMARY: This position has executive management responsibilities for the short and long-term planning, administration, and management of all business affairs of a school and/or its regional sites. The responsibilities may include, but are not limited to fiscal administration, contract negotiation and oversight, facilities planning, or human resources management. The incumbent is responsible for general oversight of all business functions to ensure compliance with TTUHSC policies and procedures. Some business affairs of the school will require extensive contact with executives of affiliated teaching hospitals, funding agencies or sponsors, and other schools or government agencies.

COMPETENCIES FOR ORGANIZATIONAL EXCELLENCE

- Accountability: Accepts responsibility for individual and team action in all areas of job performance.
- Adaptability: Demonstrates flexibility and adaptability to change. Effective in adjusting to new or different assignments.
- Communication: Effectively expresses ideas/information in a complete, clear, concise, organized, and timely manner appropriate for the audience. Actively listens to others and is open to suggestions.
- Compliance: Complies with relevant laws, regulatory requirements, university policies and procedures and department rules and regulations. Completes required training by established deadlines.
- Confidentiality: Maintains the confidentiality and security of TTUHSC information/data.
- Dependability: Meets attendance and punctuality expectations. Meets required job commitments and deadlines.
- Diversity/Inclusion: Supports a climate of openness and inclusiveness with others while respecting and valuing individual differences.
- Integrity/Honesty: Demonstrates honest, fair, and ethical behavior.
- Interpersonal Skills: Treats others with courtesy, sensitivity, and respect in all situations.
- Job Knowledge: Possesses sufficient knowledge, skill, and ability to perform all aspects of the job effectively, efficiently, and safely.
- Problem Solving/Decision Making: Evaluates information and makes sound and timely decisions to best meet specified objectives.
- Professionalism: Projects a positive image through personal appearance and conduct appropriate for the work environment.
- Quality of Work: Work product is complete, accurate and in an acceptable format per established standards. Uses time effectively and with minimum error.
- Quantity of Work: Consistently meets the productivity expectations.
- Service Focus: Supports the customer service philosophy of TTUHSC. Committed to the initiative that prepares and equips all employees to carry out the commitment of making the lives of those they serve their number one purpose.
- Stewardship: Utilizes TTUHSC resources (people, supplies, facilities, and finances) efficiently and effectively.
- Teamwork: Enhances teamwork throughout TTUHSC by working with others in a collaborative manner.
- Workplace Safety: Demonstrates safe work practices appropriate for the position and work environment.
- Leadership: Creates an environment of respect, trust and confidence. Motivates and influences employees to achieve a higher level of job performance. Leads by example.
- Fiscal Management: Actively seeks opportunities to maximize efficiencies (control costs and reduce expenditures). Prepares, justifies and administers assigned budget(s) according to sound fiscal practices.
- Human Capital (Resource) Management: Develops and manages workforce based on the organizational goals by ensuring that employees are recruited, selected, compensated, trained, developed, promoted, disciplined, and appraised according to TTUHSC policy and procedure.
- Project/Program Management: Plans and coordinates project/program activities from inception to successful completion while monitoring teams, goals, communication, time, risk, cost, and quality.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supports the HSC extra degree of service commitment of making the lives of those we serve our number one purpose through excellent care and service.
Serve as Director of Business Operations for the Nursing Income Plan (NIP). Serve as non-voting member of NIP committee, prepare and present annual financial reports to NIP committee, prepare and present annual report to NIP membership. Make recommendations to the committee, follow-up on decisions of the Committee, monitor compliance with NIP By-laws. Budget accountability.

Assist in the development of budgets for grant requests within the rules of each particular grant for faculty as needed. Grants management in conjunction with Associate Dean of Research & Associate Dean Clinical Services or others.

Establish and maintain scholarship/endowment files as required.

Assure compliance for timely payments to vendors, completion of forms, agency payments, etc.

Provide information to and work with Institution auditors.

Develop, coordinate and assure billing of contracts and follow-up on payment from agencies.

Determine that proper fees are assessed to SON courses and sections, that fees are deposited into correct accounts and expenses from designated accounts are appropriate.

Certify annual fixed asset/equipment inventory for the School.

Update supervisor list in performance management system. Assist with PDs. Assign payroll approvers in TeamApp system.

Provide assistance in determining objectives for the School. Activities associated with determining these objectives including researching and updating data, financial budgets and trends, to determine short-range and long-range plans.

Develop and insure the maintenance of School record keeping procedures for such areas as staff and faculty records, inventory, personnel, budget, etc.

Review previous year's budget and performance for School. Develop and make recommendations on findings. Set up process and procedures for budget submission from other School administrative faculty and staff for review and approval.

Manage or monitor the operating budget and insure efficient utilization of financial resources.

Assure fiscal compliance with in-house budgets and Institutional policies by reviewing all POs, Travel applications, Personnel Action Forms, etc. prior to signing for approval.

Process payment for all Adjunct Faculty and Recurrent Staff, faculty overloads, staff additional compensation.

Complete annual Departmental Space Verification Space Survey.

Assist with reports/surveys for BON, AACN, NLN.

Salary/employment verification for employees for loans, HRSA, etc.

SUPERVISORY RESPONSIBILITIES:

Provide direction for all staff. Act as principal director in leading changes affecting staff.

Conduct staff meetings as needed for all staff and then for administrative staff.

Review all credit card transactions for SON monthly. Reallocate expenses to various funds.

QUALIFICATION REQUIREMENTS:

Working knowledge of the principals and fundamentals relating to budgeting, accounting, record keeping and business writing. Ability to establish and maintain effective working relationships, knowledge of general administrative procedures that apply to functions such as personnel, payroll and purchasing. Ability to communicate effectively both orally and in writing. Ability to exercise judgement in unusual or new situations and able to exercise discretion when processing confidential material.

EDUCATION and/or EXPERIENCE:

Bachelor's degree required; master's preferred. Seven years progressively responsible management experience required. Education beyond bachelor's level may substitute for required experience on a year-for-year basis.

LANGUAGE SKILLS:

Excellent written and verbal communication skills. Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents. Ability to respond to common inquires or complaints from customers, regulatory agencies, faculty, staff, students and members of the profession of nursing and other business entities. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to individuals at all levels, ranging from children to members of board of director and legislators.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts and draw valid conclusions to solve problems and plan initiatives. Ability to interpret and extensive variety of technical instructions in mathematical or diagram form and deal with various abstract and concrete variables.
OTHER SKILLS or QUALIFICATIONS:

WORK ENVIRONMENT:
Normal job functions performed within a standard office environment. Exposure to clinical patient care and/or research laboratory is likely. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CERTIFICATES, LICENSES, REGISTRATIONS:
Valid Texas Driver’s License