

POSITION DESCRIPTIONS

1. **Dean** - The Dean's job description is governed by the University of Texas Health Science Center job code 0984.

<http://uthscsa.edu/hr/inside/explorer/fulldesc.asp?c=0984>

a) **Duties:**

- The Dean serves as the chief academic officer of the School; leading faculty and staff of the School in planning, securing resources, implementing and evaluating activities related to academic operations, research, service and patient care programs. The Dean represents the School both internally to the University and externally to the various stakeholders. The Dean also serves as part of the Institutions' executive leadership team through active participation in various Institutional planning, implementing, and evaluating activities.

b) **Qualifications:**

- Doctoral Degree and 12 years of Related Experience.

2. **Associate Dean of Finance and Administration** - This position will report directly to the Dean of the School of Nursing with additional reporting responsibilities to the Vice President and Chief Financial Officer. This individual will be responsible for the marshalling and allocation of the human and capital resources needed to support the mission of the School of Nursing (SON) to include the management and oversight of administrative, business and financial affairs and faculty practice operations of the school. This position will also be responsible for the development, review and implementation of School policies and procedures related to financial and business affairs.

a) **Duties:**

- Management of all financial functions, which include accounting, planning, budgeting, forecasting, and controlling finances.
- Prepares monthly reports for the executive team with recommendations on tuition and fees, revenue and formula funding.
- Prepares cost projections and analyzes and interprets financial data.
- Monitors revenue, expenses based on forecasts using past historical data and anticipates future patterns/projections of spending activities.
- Provides centralized budgeting oversight, finance analysis, and reporting support as required for the Vice Deans, Associate Dean as well as the UT Nursing.
- Signature authority on all SON accounts.
- Initiates and prepares business plans for projected changes in revenue, expenditures, and new initiatives to include new programs, faculty practice and program enrollment and tuition projections.
- Develops school and departmental budgetary goals and guidelines, creates school and departmental budgets and monitors all financial activities related to the school; routinely audit and generate financial reports for SON departments and the school.
- Conducts external assessments to set tuition rates and revenue targets. Identify inconsistencies and errors in reported financial data and take corrective action to ensure accurate representation of the SON financial performance.

- Advises, consults, and makes recommendations to the dean and SON executive teams on the operational and financial impacts of proposed programs, changes, and policy decisions. Represents the Dean and recommends commitments on business and administrative policy, procedures, and contracts both in the University and with external agencies, including, vendors and faculty practice contractors; negotiate contracts with vendors for various products and services purchased through the dean's office.
- b) **Qualifications:**
- Master's Degree in Accounting, Finance or Business Administration with at least seven (7) years of financial management experience.
3. **Operations Manager** - This position will report directly to the Associate Dean for Finance and Administration. This individual will be responsible for managing the School of Nursing Business operations/logistics to include the management and oversight of facilities, and Information Technology.
- a) **Duties:**
- Will lead and SoN facilities operations to include approving key requests, and management of work orders submitted via the "report-a-problem" database. Will complete and certify the HSC/UT system space survey, new construction, and renovations. Will work with the Office of Faculty Excellence for faculty space allocations.
 - Will manage the day-to-day operations in compliance and procedures. Will prepare reports and audits current policies and procedures to monitor efficiency of operations. Will coordinate update of the School's Policies and Procedures Handbook and annual IT risk assessment. Will ensure employee conformance to established practices and property trains faculty and staff. Will provide necessary onboarding training to staff and supervisors to ensure compliance with applicable policies, procedures, and laws. Will maintain and update emergency and contingency plans and staff training.
 - Will manage SoN Information Technology programs, policies, and equipment to include IT systems refresh, SharePoint Site Management, oversee the SON annual "Property Removal Permit" re-newels, annual equipment inventory, approve all equipment deletions and transfers, review all new equipment purchases and new non-academic software acquisitions, Will conduct the annual HSC IT security threat assessment. Will in-directly supervise and train the dept/office property managers.
- b) **Qualifications:**
- Bachelor's degree in business, accounting, or a related field with at least 8 years of directly related experience.
4. **Financial Analyst Senior** - This position will report directly to the Associate Dean for Finance and Administration and will be responsible for performing advanced tasks associated with budgeting, financial analysis, forecasting, and modeling for assigned division(s).
- a) **Duties:**

- Develops and implements financial reporting, data analysis, data management, and forecasting of current/future financial performance.
- Collects, compiles, verifies, and analyzes financial information and economic indicators to ensure leadership has accurate and timely information for making strategic operational decisions.
- Defines and conducts the statistical analysis for the development of new programs, meets with members of leadership to present and discuss the financial forecasts, and works with them to fine-tune the financial model.
- Manages budget preparation for assigned area of responsibility; provides support to budget managers and departmental administrators; reviews annual budget proposals for validity against historical metrics.
- Provides accurate and timely reporting of financial and operational statistical data to external organizations as necessary.
- Maintains financial and productivity models and reports that contribute to the financial planning efforts.
- Completes special projects and ad-hoc reporting requests related to finance and budgeting activities as required by senior management.

b) **Qualifications:**

- Bachelor's degree in a financially related field with five years of financial management experience.

5. **Financial Analyst Associate** - This position will report directly to the Associate Dean for Finance and Administration and will be responsible for performing routine tasks associated with budgeting, financial analysis, forecasting, and modeling for assigned division(s).

c) **Duties:**

- Applies basic accounting and finance principles, theories and concepts while performing specific tasks.
- Analyzes large quantities of data for accuracy and cost trends to create useful information and concise analysis
- Analyzes and accumulates data for financial reports. Conducts technical research on relevant topics.
- Assembles data and compiles drafts, outlines, and graphic materials for financial presentations.
- Processes departmental requests for budget revisions, chart field changes, new positions, and position modifications.
- Analyzes and prepares variance explanations and assists with financial projections.

d) **Qualifications:**

- Bachelor's degree in a financially related field with one year of experience.

6. **Assistant to the Dean** – Under general supervision, performs essential operational, tactical and strategic duties that are integral to the efficient business and management functions of the office of the Dean. Coordinates activities and reports of functional areas and committees and acts as liaison and information conduit to the President's office and other Executive Committee offices and outside agencies. Provides complex administrative support and project coordination for the Dean in the SON. Utilizes detailed knowledge of the organization's operations, policies, procedures, and personnel to analyze problems, determine approaches, compile, and analyze data,

and prepare reports/recommendations. Develops and composes correspondence, reports, and presentations as requested on behalf of the Dean and SON activities, maintaining confidentiality at all times.

a) Duties:

- Provides a wide range of executive level administrative support to the Dean. Provides administrative support to internal School of SON Executive Committee, Faculty Council, and Deans Council, including meeting agenda and minutes. Other Additional council support maybe required as needed.
- Provides administrative and logistical support to Dean with National agencies such as AACN, NAP, AANP, AAN and others which includes but is not limited to maintaining membership currency. Coordinates meetings and setups for the Dean including ordering of catering as needed. Follows up with meetings as appropriate.
- Prepares daily/weekly update to brief the Dean on key issues and status of projects.
- Plans, coordinates, and maintains the Dean's calendar anticipating all commitments internally and externally to keep the Dean current and on time. Maintains all Dean's travel including 3-month travel calendar sent to the president's office monthly. Makes/confirmes all travel arrangements for the Dean.
- Assists with complex custom reports and cross-functional initiatives that require project coordination (e.g., data collection and validation, project reporting.).
- Manages departmental administrative budget to include billing and payment authorization for expenses, invoices and/or special events; coordinates charges across business units, tracks and accounts for executive travel and/or business expenses; participates in the annual budget planning process.
- Coordinates the administrative workflow of the department; recommends new processes as needed. May direct and delegate work processes and best practices to other administrative staff.
- Oversee office operations, ensures equipment, materials, and space are used efficiently and effectively. Orders and maintains inventory of all office supplies and coordinates purchase orders.
- Supports functions related to the recruitment of staff and ongoing administrative responsibilities required to onboard and support staff in SON Dean's office. Manages the exit processes for staff who are leaving the institution and maintains all personnel files for the department per the retention schedule.
- Manages KRONOS time and leave for the Dean's direct reports.

b) Qualifications:

- Bachelor's degree in a related field with five years of related job experience is required.

Updated November 2022