

The University of Texas at San Antonio

Job Description

Job Title: Senior Management Analyst
Code: 19263
Salary Grade: 60
FLSA Status: Exempt
Department/Division: Job available in different colleges/divisions
Reports To: In accordance with specific college policies

Summary

- **Function:** To formulate, implement, and manage initiatives at the Dean's level as they relate to faculty and financial reporting and analysis.
- **Scope:** Responsible for work leadership and oversight of the faculty administration of financial analysis, reporting, fiscal and budgetary affairs, and personnel matters.

Duties

- **Typical:**
 1. Manage, coordinate, and review faculty recruitment, to include college faculty recruitment plans, budgetary recruitment guidelines, recruitment committees, affirmative action, training, and coordination of faculty offer letters.
 2. Serves as a departmental liaison with other University colleges and departments to include providing updates on projects, providing data analysis on a consistent basis, and implementing and developing forums and mechanisms for reporting.
 3. Provides management and leadership skills to include participating in the development of the faculty recruitment budget; coordinate faculty development leave, catalog reviews and modifications, updates the Dean/Associate Dean on key issues and expenditures; and schedules, coordinates, and conducts a variety of meeting and activities.
 4. Assists with the development and implementation of faculty promotion and tenure.
 5. Coordinate and review the Faculty Annual Reports and Appraisals for the college.
 6. Manages highly sensitive and confidential matters; and maintains compliance with appropriate procedures, rules, mandates, and regulations.
 7. Provides institutional performance monitoring, information gathering and reporting.
 8. Oversees the implementation of new projects and the administration of existing projects for the administrator.
 9. Performs other duties as assigned.

- Periodic:
 1. Coordinate new faculty orientations
 2. Coordinate and review faculty awards for the assigned college

Education

Required	Preferred
Bachelor's degree from an accredited institution.	Bachelor's degree in accounting or business administration from an accredited institution.

Other Requirements

Required	Preferred
Must possess excellent verbal and written communication skills, effective interpersonal skills, independent decision-making and problem solving ability; ability to work with and supervise a multicultural workforce, and a commitment to continuous quality improvement.	N/A
Requires management skills, including knowledge of business administration and organization techniques, principles of accounting, and human resources management.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Five years of professional administrative, business management or accounting experience.	Similar experience in Higher Education, specifically UTSA.

Supervision

Received	Given
General supervision from immediate supervisor.	General supervision and work leadership of the Management Analyst and any assigned support staff.

Accuracy

Highest degree of proficiency in all phases of the duties performed.
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Equipment

Required	Preferred
Familiarity with personal computers with business software.	N/A

Working Conditions

Usual	Special
Usual office environment.	N/A

Supervision

Received	Given
General supervision by administrator.	May provide work direction to clerical and support staff.

Accuracy

Proficiency in all phases of assigned duties.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies and procedures are complied with.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.
