



**DATE ISSUED:** 11/07  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Director, Academic Financial Services

### **JOB SUMMARY**

Provides responsible direction and oversight of critical administrative and financial services for the Provost and units in the Academic Affairs division related to functions of planning, processing, implementing, monitoring, and reporting. Serves as academic budget director and senior advisor to the Provost, academic administrators and staff for academic financial matters. This position requires a broad knowledge of the University and an in-depth understanding of Academic Affairs. Work is performed under minimal supervision and performance is based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Provost and Vice President for Academic Affairs

*Supervises:* Manager, Academic Financial Data & Reporting, Academic Financial Analyst, Senior Secretary, clerical staff and Student Assistants

### **PRIMARY DUTIES - May include, but not limited to the following:**

Plans functions related to academic budget for long session and summer.  
Performs strategic planning, institutional effectiveness and process management.  
Plans, directs, and evaluates a complex operation, using manpower, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.  
Plans processing functions related to faculty contracts for long session and summer.  
Provides oversight of ePTF (Personnel Transaction) and Oracle Template processing for faculty and academic staff.  
Provides oversight of personnel vacancies for faculty search and academic staff budget transfers, account verifications, and academic capital equipment.  
Performs and active role in Oracle Systems, applications, processes and implementations.

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Conducts reporting functions related to academic budget; CUPA – faculty salary market analysis; CBM-008- Faculty Report; CBM-004-Class Report; THECB Cost Study; Academic Financial Analysis; AAUP; and adhoc statistical reporting.

Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ADDITIONAL DUTIES**

Monitors functions related to faculty credentials for regular and adjunct faculty; faculty evaluations; faculty records retention; and faculty workloads.  
Performs other duties as requested.

### **EDUCATION**

Master's degree in Business Administration or a related area.

### **EXPERIENCE**

Five years of progressively responsible experience in an academic administrative level position.

### **KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.

Ability to apply budgetary and fiscal planning techniques within financial constraints.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.

Ability to communicate effectively, orally, by phone, in person, and in writing.

Ability to use a personal computer and other office equipment.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

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accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

### **WORK ENVIRONMENT**

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. While performing the duties of this position, the employee may be required to travel.

### **SAFETY**

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

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***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***