

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. **Director, Business Operations** - This position will report directly to the Associate Dean for Finance and Administration. This individual will be responsible directing School of Nursing Business Operations to include the management and oversight of Facilities, Human Resources and Information Technology.

a) **Duties:**

- Will lead and SoN Facilities operations to include approving key request, management of work orders submitted via the "report-a-problem" data base. , 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 allocation.
- Will manage SoN Human resources programs and policies to include compliance with the SON staff recruitment policy, student employee management, staff merit review, SON staff reclassification and market adjustments, KRONOS/ Leave management, effort reporting, conflict management, HCM updates – Person of Interest, Change of supervisor, job data panels, UT Health Careers requisition management, Staff terminations, .
- 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-newel's, 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. **Manager, Financial Planning** - This position will report directly to the Associate Dean for Finance and Administration. This individual will be responsible managing the School of Nursing financial activities.

a) **Duties:**

- Manages the daily financial operations for the School of Nursing Deans Office and assists with the operations of other School of Nursing offices as needed.
- Prepares monthly Budget to Actual and Actual to Actual financial variance reports for the School of Nursing.
- Assists School of Nursing faculty and staff with following the proper financial policies and procedures and ensuring proper internal controls are in place.
- Assists in the preparation of the annual operating budget.
- Assists in the preparation of special studies, reports, and analysis in areas such as budgets, forecasts, endowments, grant reporting, and governmental requirements.
- Monitors expenditures and statements of account to ensure Regulatory Compliance and fiscal integrity.

b) **Qualifications:**

- Bachelor's degree in a financially related field with seven years' experience.

5. **Assistant to the Dean** – 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 highly, advanced secretarial and administrative support to the Dean. Drafts all correspondence and presentations and prepares internal and external reports and surveys on behalf of the Dean and SON activities.

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. Follows up with meetings as appropriate.
- Prepares daily/weekly update to brief the Dean on key issues and status of projects
- 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/confirms all travel arrangements for the Dean. Processes travel vouchers for the Dean.
- Orders supplies and Catering as needed for the Dean's office and events for the School of Nursing

Manages KRONOS time and leave for the Dean's direct reports.

b) Qualifications:

- Associates Degree with Five years' experience or high school diploma or GED with seven years related experience.

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