

Business/Administrative Associate (Assistant to Head/Director of Administrative Operations) (Job ID #148466) – Department of Psychology

Under the direction of the Department Head, the incumbent manages the business, financial and administrative operations for the Department of Psychology in the College of Liberal Arts & Sciences (LAS).

RESPONSIBILITIES

- Under minimal supervision, oversees the business and fiscal management of the department, along with the operational, regulatory and HR related activities, which includes staff supervision and development, account management, budgetary goal attainment, and research administration.
- Manages departmental accounts; ensuring compliant spending and charges, monitoring of over expenditures and facilitation of reconciliation and adjustments.
- Assists with pre and post award grant responsibilities, including proposals, budget development and fiscal management.
- Monitors faculty fiscal management including start-up and state/ICR research funds and awards, course buyouts, effort reporting and retention/counter-offer processing.
- Graduate student account management including internal and external fellowships, travel awards, federal work study, and assistantships.
- Implementation and ongoing management of the department's instructional budgets.
- Participates in the development and review of external student placement contracts at non-university sites.
- Prepares related reports and analyses for review and presentation.
- Oversees faculty recruitment activities for the department.
- Manage day-to-day office operations. Interview, hire, orient, lead, mentor and evaluate staff to meet departmental and organizational needs.
- Perform other related duties and participate in special projects as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's degree in business administration, management or a field related to the position.
- Two years of professional level accounting, managerial and/or business experience, including one year at an administrative level.
- Demonstrated experience with grant management.

PREFERRED QUALIFICATIONS:

- Master's Degree in Business, Management, Finance, Public Administration or a related field.
- Demonstrated experience in the development, implementation and monitoring of general budgets; along with meeting and attaining budgetary goals.
- Demonstrated experience in faculty relations, student relations; fellowships, awards, assistantships, and other student related matters.
- Prior experience in grant facilitation, management and compliance.

- Experience with implementation and management of instructional budgets.
- Demonstrated experience in facilitating student placement contracts with community and business organizations.
- Supervisory/managerial experience including training and development.
- CRA (Certified Research Administrator) Certification or SRA (Society of Research Administrator) certification with an emphasis in Financial Management.
- Excellent communication, analytical, organizational and computer skills including proficiency in Microsoft Office and other related software. Prior experience with iCS software would be a plus.

TO APPLY:

Go to the UIC Job Board (<https://jobs.uic.edu/job-board/job-details?jobID=148466>) and submit a resume, cover letter, and contact information for three references. Please also follow the additional application instructions listed on the job board. **Application deadline is July 30, 2021.**

The University of Illinois at Chicago is an affirmative action, equal opportunity employer that has a strong institutional commitment to the principle of diversity and is particularly interested in receiving applications from a broad spectrum of people. We do not discriminate on the basis of sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by law.

Offers of employment by the University of Illinois may be subject to approval by the University's Board of Trustees and are made contingent upon the candidate's successful completion of any criminal background checks and other pre-employment assessments that may be required for the position being offered. Additional information regarding such pre-employment checks and assessments may be provided as applicable during the hiring process.

The University of Illinois System requires candidates selected for hire to disclose any documented finding of sexual misconduct or sexual harassment and to authorize inquiries to current and former employers regarding findings of sexual misconduct or sexual harassment. For more information, visit <https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=1411899>