

Department Manager
University of Idaho

Direct Link: <https://www.AcademicKeys.com/r?job=123623>

Downloaded On: Jul. 16, 2019 5:19pm

Posted May 21, 2019, set to expire Aug. 31, 2019

Job Title	Department Manager
Department Institution	University of Idaho Moscow, Idaho
Date Posted	May 21, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff Director/Manager
Academic Field(s)	Administrative Support/Services
Apply Online Here	https://apptrkr.com/1463715
Apply By Email	
Job Description	

University of Idaho

Department Manager

Location: Moscow

Division/College: College of Engineering

Employee Category: Classified

Pay Range: \$17.26 per hour or more depending on experience and education

Full/Part Time: Full Time

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Position Summary:

The Department Manager is responsible for providing assistance to the chair by maintaining an understanding and involvement in their activities and responsibilities; acting as the chair's representative in particular situations; assisting with special projects in such areas as development, accreditation, curriculum, enrollment, surveys, and recruitment; and in the organization and management of department, academic, business, and financial systems. They will ensure that department commitments for tenure and promotion actions, annual performance reviews, and position descriptions are met. They will develop and maintain department budget system; review requests for expenditures of funds; order, expedite, and track material purchases; ensure the proper operation of office equipment; ensure the proper disbursement of funds; process personnel action forms; monitor, reconcile, and maintain records; provide grant proposal preparation assistance; initiate correspondence; identify, research and resolve problems; liaise with individuals and departments on and off campus; coordinate travel; arrange meetings; and ensure compliance with department, college, and university procedures. They will also supervise administrative assistants, irregular help, and work-study personnel. This position will function with minimal supervision in a very large academic department with an annual budget in excess of one million dollars.

Minimum Qualifications:

Two years work related experience, supervising staff

Experience with accounting information, preparing summaries and financial reports; performing complex analysis

Experience reconciling accounts

Experience interpreting and applying regulations and policies

Experience using Microsoft Office applications

Excellent written communication skills

Preferred Qualifications:

Bachelors degree In business, accounting or related field

Demonstrated experience training and supervising office staff and students

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Proficient in the use of the UI Banner system, Vandal Web and Chrome River

Familiarity of University of Idaho policies, business procedures

Experience in higher education, working with state and federal government funds

Dealing with individuals from varying cultural and socio-economic backgrounds in stressful situations

Ability to maintain confidentiality, and establish and maintain effective working relationships

Demonstrated ability to understand basic technical work areas in order to disseminate accurate information; think critically; act independently; and exercise initiative

Experience with office support functions including work processing, filing, composing a variety of business documents

Physical Requirements & Working Conditions:

Posting Number: SP002197P

Posting Date: 05/17/2019

Closing Date:

Open Until Filled: Yes

Special Instructions:

1. Applications submitted on or before June 4, 2019 will receive first consideration.
2. Please address all required and any applicable preferred qualifications within the letter of application.

Background Check: Applicants who are selected as final possible candidates must be able to pass a criminal background check.

To apply, please visit: [\[url=https://apptrkr.com/1463715\]](https://apptrkr.com/1463715)jobs.uidaho.edu

EEO Statement



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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

University of Idaho

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