

Department Resource Manager, Exercise and Nutrition
Sciences

University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=248751>

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Posted Nov. 13, 2024, set to expire Aug. 4, 2025

Job Title	Department Resource Manager, Exercise and Nutrition Sciences
Department	Exercise and Nutrition Sciences
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Nov. 13, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/54073
Apply By Email	
Job Description	

osition Summary

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The [Department of Exercise and Nutrition Sciences](#) (ENS) in the School of Public Health and Health Professions (SPHHP) is seeking a **Department Resource Manager** to coordinate and execute the various administrative activities of the department. This role is primarily focused on all matters related to finance, human resources, and administrative operations for the department. The Department Resource Manager should be a self-directed professional who serves as a strategic partner to the chair performing tasks and responsibilities aimed at maximizing the effectiveness of the chair and of the operations of the department.

Responsibilities include, but are not limited to:

- Financial management including budgeting and reconciling all departmental funding (New York State, Research Foundation, and UB Foundation). Oversee and process purchases, accounts payable/receivables and payroll functions with proper internal controls (procurement card, ShopBlue, Concur Travel). Develop and manage university or SUNY fees for programs and provide financial management of department grants and contracts.
- Budget management through the development of department spending plans, while measuring and reporting variance, resource allocation, and accounting for each program in close collaboration with the chair and program directors. In addition, the Assistant to the Chair is responsible for managing faculty start-up budgets as well as monitoring faculty effort on research grants (salary recovery and reconciliation of sponsored projects and awards).
- Human resource management for faculty, staff, and student employees, including recruitment and hiring, appointment processing (offer letters, e-PTF's, immigration application filing, etc.), promotions (including supporting the tenure process), performance management (ensuring annual performance programs and evaluations are completed for department staff), and time and attendance tracking.
- Administrative oversight of general administrative operations includes serving as an advisor and confidant to the chair on matters related to department operations. General office management includes coordinating and executing day-to-day operations of the department, providing supervision of department staff, and setting up systems that result in clear reporting, consistent and responsible management, with an overall focus on compliance.
- The Department Resource Manager works closely with the SPHHP Dean's Office, particularly in matters related to resource planning including financial reporting and projections, budget development, personnel and workforce planning, and developing and implementing decanal, school, and university policies and procedures.
- Provide supervisory oversight to department staff members, work study students, and student assistants.

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Minimum Qualifications

- Bachelor's degree
- Minimum of two years related experience in business or administration, finance, or higher education
- Strong communication skills (listening, written, oral)
- Demonstrated leadership and organizational skills
- Demonstrated ability to work in a team setting
- Demonstrated experience handling sensitive and/or confidential data

Preferred Qualifications

- Master's degree
- Related experience in higher education especially in resource management
- Demonstrated experience and proficiency in finance (budget development and reporting), business, and/or accounting
- Experience in human resources
- Experience in grants management
- Experience working in a decanal unit in higher education
- Demonstrated ability to work successfully in various levels of the organization, focusing on improving outcomes for the entire school and university

Contact Information



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Contact

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