

ACADEMIC DEPARTMENT SPECIALIST TITLE DEFINITION

I. DEFINITIONS

ACADEMIC DEPARTMENT SPECIALIST

Positions allocated to this title perform complex paraprofessional work under general supervision of academic staff for a majority of time. Positions at this level are located in an academic department, research center, area studies program or language studies program. Positions report to and have delegated authority from the Department Chairperson, Research Center Director or Academic Program Director of a school, an area studies program or a language studies program for management of the day-to-day operations. Positions may lead the work of University Staff, students and LTE's. Positions perform complex duties including administration, fiscal, human resources, payroll and purchasing and, in addition, administer the grants and/or undergraduate/graduate programs. The responsibilities of the position will include the majority of the duties in each of the following functional areas.

Administration: Consult with the Director/Chair to determine short-term staffing needs of the department and participate in the decision making concerning these needs; attend department and executive committee meetings as an ad-hoc member; ensure compliance with policies and procedures for faculty and staff assessment including probationary faculty oversight, mentoring and post-tenure review; interpret merit review documents, and coordinate the merit review process and faculty salary recommendations; analyze and evaluate the unit's effectiveness and develop and implement policies and procedures to improve methods based on outcome; independently investigate and resolve operational problems or situations impacting staff and students; serve as first point of contact with the public regarding the department/center operations, policies and programs; serve as the liaison between the department/center and the Dean's office on issues relating to faculty, instructional staff recruitment, visiting scholar appointments, course information, department needs and funding issues; act as intermediary between staff, students and the Director/Department Chair; advise Director/Chair on policies, procedures and deadlines required for faculty tenure and promotions and review of non-tenured faculty; manage correspondence and reports addressed to the Director/Chair and independently respond to requests from internal and external sources on behalf of the Director/Chair; plan and coordinate extensive local, national, and international travels for staff and visiting researchers and lecturers; and prepare and audit travel expense reports.

Fiscal: Analyze past expenditures and project future trends; provide judgment and advice to the Director/Chair on program needs and priorities with respect to the department budget; develop and monitor the operating budget which includes general purpose revenue funding, trust funds and gift accounting; set up and maintain all accounting records involving state funds, UW Foundation accounts, gift accounts or trust funds; review figures on salaries, fringes and overhead and make budget recommendations; approve and assign expenditures to appropriate fund accounts; track expenditures and reconcile monthly budget expenditures; research and produce necessary data to prepare grant applications based on federal, state and local funding regulations.

Grants: Contact granting agencies for solicitation for prospective research proposals; interpret funding agency requirements and coordinate preparation of grant applications with the Principal Investigator (PI) and submit formal proposal for extramural support; assist the PI in developing the grants budget; prepare financial reports for the PI and advise on need for budget revisions; monitor grants in progress to assure compliance with federal agency fiscal regulations; coordinate reports and proposals for PI's to ensure that contractual obligations are met and timely submission.

Human Resources: Analyze staffing needs for the department/center and recommend solutions; develop position descriptions for university staff and LTE positions; develop position vacancy listings (PVL's) for academic and faculty; assist in processing recruitment materials for faculty and academic lecturers; determine salaries and write appointment letters; prepare IADS appointments, extension of appointment, title changes and terminations; process title and rate change forms; coordinate overload requests for staff; and hire, train, and supervise student hourly workers.

Payroll: Prepare payroll for a variety of employment types including faculty, visiting faculty, academic staff, university staff, student hourly, work-study employees, teaching assistant, research assistants and project assistants; administer the fringe benefits program for the department; keep abreast of the various insurance and retirement programs and advise staff on fringe benefits; provide guidance and general overview of payroll procedures to new staff; create daily listings and monitor appointment records to ensure all personnel are appointed and paid correctly; investigate and resolve problems and issues of payroll processing; calculate, process, and maintain staff leave reports; and process Worker's Compensation forms.

Purchasing: Act as purchasing agent for the department/center with authority to make purchases with purchase card; solicit bids and obtain quotes; prepare requisitions and payment transfers according to established procedures; purchase supplies and equipment through internal and external vendors; and serve as liaison with UW Purchasing Department and vendors to ensure compliance with university, state and federal guidelines.

Undergraduate and Graduate Programs: Advise and counsel students on alternatives for closed sections and future offerings; access student information system database to review and update course controls and enrollment management information; take part in timetable planning sessions with the Chair; review timetable requests from faculty, determine discussion sections and room assignments, and resolve any conflicts for time and day assignments; orient new graduate assistants and fellows to the program; interpret and ensure adherence to the TAA contract and workload commitments; advise Department Chair or Academic Program Director of class size limits and class closures; advise students about course availability, course prerequisites and course content; determine how many students may be added to the classes and notify students of class admittance; process course change forms and special student registration; answer questions regarding the program and registration process; interpret changing federal and state requirements concerning complex INS immigration and visa regulations for international students; monitor student registration activities; process and submit admission applications; process applications for student funding; create and maintain student database; and prepare fall, spring and summer timetable information and enter information into an automated student information system.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III. RELATED TITLES

Operations Program Manager
University Services Program Associate
Academic Department Associate
Office Operations Associate
University Services Associate 2
University Services Associate 1
Operations Program Associate
Financial Specialist

Payroll and Benefits Specialist
Human Resources Assistant
UW Human Resources Manager
University Grants and Contracts Specialist
Office Associate