

**Effective Date: July 1, 2015**

## **UNIVERSITY BUSINESS SPECIALIST SUPERVISOR**

### **I. DEFINITION**

#### **UNIVERSITY BUSINESS SPECIALIST SUPERVISOR**

Positions allocated to this level are professional supervisory positions located on a University of Wisconsin campus which provide business management support. These positions are responsible for performing and supervising various business management functions for an administrative department, school, or college, and report to an assistant vice chancellor, dean, or director. Positions allocated to these classifications perform a combination of the following professional-level administrative business specialist functions: budget development and management, including allocating resources across multiple units within the department or division; cost study development and projections; grants development, including research of private and public funding sources; payroll and benefit administration; human resources management; fiscal; accounting; and printing; information technology; telecommunications; facilities and/or space management; purchasing; fleet management; or health and safety/risk management. Work is performed under general supervision.

### **II. QUALIFICATIONS**

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