***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Administrator, Institute**

Job Family: Research Sub Family: Business Operations

**Job Summary:**

Provides senior level financial and administrative support to an Institute. Manages and plans operations including financial, human resources, research, administrative, and outreach. Supervises administrative staff: develops and implements budget: manages and administers grants and contracts; oversees space and materials needed for teaching, research, clinical care, and/or projects.

**Essential Functions:**

* Responsible for achieving financial objectives of the Institute. Partners with Director of the Institute and other internal management on a regular basis in setting strategic goals/objectives and budgets, and/or in fostering improvements in policies/procedures.
* Prepares an annual budget; negotiates, develops and administers grants, contracts, and/or commercial funding; manages protocol and compliance operations; approves expenditures; analyzes variances; and initiates corrective actions as needed.
* Designs, maintains, and implements policies and/or services by establishing standards and procedures; measuring results against standards; making necessary adjustments. Delegates/assigns responsibility for all routine record keeping and reporting, and purchasing.
* Ensures efficient recruitment/interviewing and training functions to continually review strengths and weaknesses in maintaining well-trained, highly involved and motivated staff and faculty.
* Establishes and maintains effective communications and partnerships throughout the campus and by conferring select business/community and campus leadership on issues pertaining to the promotion and understanding of the Institute’s functions.
* Proactively represents the Institute through participation in campus meetings and special projects, as well as on an external basis.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in business, public administration, and/or related field.

Experience: Ten (10) years spent progressively building a background in administrative and financial operations

Supervisory: Five (5) years of experience at a management/leadership level.

Licensure/Certification:

Other: No subsitution of experience for minimum education requirement.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E1497K

SOC Code: 111020 IPEDS: Management

EEO6 Code: Executive/Admin/Managerial State Code: 9219801

USM eCode: E21148 AAP Code: 1C