Budget and Office Manager

View job link and apply to this position here: www.iitri.iit.edu/applicants/Central?quickFind=52809.

GENERAL DESCRIPTION

The Office of the Vice Provost for Student Access, Success, & Diversity Initiatives (SASDI) at Illinois Institute of Technology seeks a Budget and Office Manager to play an integral role in supporting programs and initiatives of the office, including Career Services, the Student Employment Office, and the Illinois Tech Global Leaders Program. The primary roles are budget management (operating and personnel), office management, and administration of internal human resources activities.

The Mission of the SASDI office is to build and steward sustainable and transformational relationships that support and empower students' access and success in higher education, while increasing the diversity of the Illinois Institute of Technology community through impactful initiatives, and to embrace the mission and the vision of Illinois Institute of Technology's strategic plan, *Many Voices, One Vision*.

KEY RESPONSIBILITIES

Budget Oversight and Implementation - 60%
- Oversee financial operations of SASDI offices to contribute to the improvement of financial strength of the university
- Analyze a variety of financial information for the purpose of providing direction and support to management to maximize use of funds and ensure overall operations are within budget
- Work directly with Vice Provost, directors, and key staff in the Controller's office on budget tracking and processes
- Create and present financial reports (budget vs. actual) on quarterly basis
- Proactively pay invoices, submit check requests, and other tasks related to bills and payments
- Maintain and track a variety of financial information for operating and personnel budgets, including revenue accounts (e.g., Career Fair, other employer recruitment events, experiential learning programming fees, etc.)
- Create and enforce financial policies and procedures within office; update corresponding processes as necessary
- Oversee requisition processing; review client contracts/agreements
- Monitor and approve department expenditures, including travel, conferences, and procurement card spending and reconciliation

Human Resources Management - 20%
- Work with Vice Provost to monitor the professional development of the staff members
- Manage the budgets and hiring processes for professional staff, student workers, and other staff members (such as interns and AmeriCorps VISTA volunteers)
- Serve as point person for any human resources communications and processes

Office Management - 20%
- Develop, implement, and maintain administrative policies and procedures and reporting documents for a wide-ranging set of activities
- Manage office subscriptions, service accounts, and related payment and renewal details

- Oversee ordering of office supplies by student staff, submit maintenance requests, maintain an organized office/work environment, and other related office management or administrative tasks, which include working with internal and external offices and companies
- Occasional event support
- Other duties as assigned by supervisor or Vice Provost that align with established goals of the department

Supervision & Budget Authority
- Manage three department budgets totaling over $1,500,000.
- Determine budget allocations according to the office goals and within limits of the department/s
- Responsible for operations and personnel tracking and reporting
- Financial "Superuser" authority and responsibility
- Supervise 1-3 student staff members

Communications
There will be a significant amount of communication with internal and external contacts in the form of emails, phone calls, in-person conversations, and meetings. This job requires strong communication skills to document work and to clearly communicate to/with colleagues and partners.

Customer Service
Since the majority of this work focuses on bill payments (to other IIT departments or external organizations) and budget monitoring of SASDI offices, there is a significant amount of customer service required in the clear communication and timely execution of tasks.

QUALIFICATIONS
Education & Experience
- Bachelor's degree required; Master's preferred
- At least 1-4 years of work experience
- Background in financial management
- Experience taking care of office bills, expenses, etc.
- Preferred: Experience with Ellucian Banner software system (particularly Banner Finance budget management systems)
- Also preferred: Demonstrated intercultural experience and competence, a record of community involvement and civic engagement, and leadership experience

Knowledge & Skills
- Superior organizational skills, both in terms of time management and in detail-oriented work
- Good judgment and analytical skills
- Proficiency in computer data-mining, reporting, and spreadsheet programs.
- Clear written and verbal communication skills
- Proven record of consistently and effectively taking initiative and being flexible
- Commitment to diversity and equity, including comfort working on/with a diverse team
- Ability and willingness to work some nights and weekends for some office events
- Familiarity with Microsoft Office and Google programs (Google mail, calendar, drive, etc.)
- Have the interest and ability to learn budget management systems such as Banner

Physical Environment
- Normal office environment
- Shared workspace
- Occasional large events and outdoor events

Physical Requirement

Majority of the time will be spent in a normal office environment. Up to 15% of the time will be spent walking around campus visiting other offices or departments. May occasionally be asked to carry materials up to 10 lb.

APPLICATION

Required Applicant Documents
- Resume
- Cover Letter

Special Instructions to Applicants

Submit a well-written cover letter that, rather than providing a general summary of your experiences, specifically addresses how you have the skills, knowledge, and experience to address each of the key responsibilities.

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