



Job Title	Senior Academic Personnel Administration Specialist	Job Code	HR0715
Pay Plan	A&P	Pay Grade	19
Union	Non-Union	FLSA Status	Exempt
Job Family	Human Resources	Union Code	0
			University Faculty Support
		Subfamily	Support

Job Family & Subfamily Summary

Human Resources Professionals provide human capital services for an inclusive University workforce for both current and prospective employees through compliant programs and policies.

University Faculty Support Professionals serve as an internal service provider for faculty on generalized human resource functions.

Job Summary

Manages the daily administration of all faculty personnel related matters. Coordinates with Faculty Excellence, Human Resources (HR), Office of Research and Commercialization, Equal Opportunity and Affirmative Action (EOAA) and General Counsel, as applicable.

Representative Duties

1.

- Reviews and implements division-wide faculty personnel requests for final approval by the president, provost or designee
- Coordinates with the Office of Equal Employment and Affirmative Action Programs, Faculty Excellence, Human Resources and University Budget on the implementation and processing of personnel-related actions supporting the mission and vision of the Office of the Provost and the university
- Manages the accurate input and ongoing timely maintenance of essential faculty positions and tenure-related records
- Collects and analyzes data and the preparation of reports
- Performs research and analyses

2.

- Assists and provides guidance to high level administrators and inter-institutional groups in interpreting, implementing and communicating rules, regulations, and policies
- Assists in the resolution of special problems as they arise, recommending new and improved programs and procedures
- Coordinates with administrators and inter-institutional groups to develop and implement training programs or other information materials to facilitate the communication of university rules, regulations, policies and procedures
- Serves as liaison between the division's primary academic and administrative units and key support offices to assist and implement all personnel-related business transactions and to recommend changes, as well as handling of special problems, and assists in the design, development and implementation of new university-wide policies procedures and systems
- Participates in the design, development, formulation and implementation of computerized systems and other automated resources, guidelines, policies and/or procedures to improve operational effectiveness throughout the division and/or university
- Serves on university wide committees on behalf of the Office of the Provost

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
2+ years of relevant work experience		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.