SPxxxxxx

Position Title Financial Specialist

Employee Category Classified

FLSA Status Overtime Eligible

Location CDA

Department CDA Computer Science

Division/College College of Engineering

Type of Appointment Fiscal Year

FTE 1.0

Full Time/Part Time Full Time

Supervisor Position Department Chair of ECE (Joe Law)

**Reason for the Action**

Position was vacated by Joe Vandal on December 12th, 2020. This position is critical to the operations of ECE department for fiscal support.

**Position Overview**

To provide financial and administrative support for the UI College of Engineering and more specifically Computer Science Department in CdA. The employee will perform a variety of financial operations with a high level of accuracy including, but not limited to: processing financial transactions and documents such as invoices; resolving problems that arise from reviewing financial transactions; gathering and processing information for specialized reports; providing financial reports to management staff; and assisting with human resource documents and processes. This position will also provide administrative support to the associate chair, faculty, and department manager by: assisting in daily operations of the office; performing public relation duties; provide excellent customer service by effectively communicating with external and internal clientele.

**30% Job Duty Function**

Provide personnel and financial support for Computer Science Department and other College of Engineering operations in CDA by:

Job Duties/Responsibilities

* Preparing and processing all financial documents and expenditures including but not limited to: credit card expenditures, claim vouchers, interdepartmental charges, invoices, travel reimbursements, purchase orders, budget and cost transfers, and requisitions.
* Monitoring funds in grants and general education budgets; budget transfers, purchases, payroll and spending projections for compliance with college, university and funding agency policies by interpreting and applying appropriate regulations, advising others regarding policies and regulations, notifying the associate chair of potential problems or unusual fiscal events.
* Monitoring funded projects for compliance with governing rules, regulations, and procedures.
* Originating and processing Electronic Personnel Action Forms (EPAF) for the department.
* Acting as the departmental designee for PeopleAdmin software, used to track the hiring of classified staff, lecturers, irregular help, and faculty.
* Assisting with personnel searches including hiring and search chair support.
* Providing information internally and externally necessary to expedite proposals and funding.
* Maintaining official records for budget audits.

**20% Job Duty Function**

Provide administrative and clerical support by:

Job Duties/Responsibilities

* Serving as the first point of contact and primary reception managing general operations of department and assisting students, faculty, staff, graduate assistants and visitors, resolving problems and answering questions via phone, email or in-person.
* Maintaining an understanding and provide support for departmental activities, events and correspondence needs of the college.
* Managing associate chair’s calendar, class scheduling and space reservations for department facilities in CdA.
* Assisting with editing reports and other correspondence for the college.
* Provide support for the College of Engineering Development Office by helping to facilitate contacts and schedule meetings with industry in CdA.
* Assisting in file management and other requested office and organizational tasks as assigned.
* Coordinating department meetings, taking minutes and maintaining department records.
* Using multiple computer applications to create and maintain a variety of documents.
* Interpreting and explaining rules, policies, and procedures, ensuring deadlines are met and policies and procedures are followed.

**20% Job Duty Function**

Provide academic support for CDA by:

Job Duties/Responsibilities

* Working collaboratively with the Computer Science Department in Moscow in interpreting, explaining and applying department and university policies, regulations and procedures to current, new and prospective students.
* Providing and supporting academic advising for students in the CS program in CdA.
* Monitoring the department’s advising activities and curriculum requirements for compliance with ABET accreditation and university policies and procedures.
* Maintaining student lists and databases at the undergraduate level while ensuring confidentiality.
* Processing petitions and registration overrides, accessing degree audits, etc.
* Interacting with prospective students and their parents in person, by phone and e-mail.
* Working with Admissions, New Student Services, Registrar’s Office, Financial Aid and other academic areas as needed.
* Assisting the Associate Dean in awarding scholarships
* Using BANNER student and financial aid modules for record keeping, assigning advisers and awarding scholarships.
* Acting as liaison between the college office and departmental offices regarding administrative, procedural, and student issues.

**20% Job Duty Function**

Serve as the Computer Science Career Development Coordinator by:

Job Duties/Responsibilities

* Assisting students with resume/cover letter preparation, interview skills and identifying and selecting internships and career opportunities.
* Providing assistance and support to students and staff participating and working in the Cooperative Education Program, especially those engaged with entities in the Coeur d’Alene area.
* Working with faculty to ensure students’ career development progression.
* Assisting in coordinating career development and other recruitment events for students in Coeur d’Alene.
* Collaborating with UI and North Idaho College faculty and staff to promote career development to students.
* Serving as an advocate for students with industry and community partners

**10% Job Duty Function**

Contribute to team effort by:

Job Duties/Responsibilities

* Collaborating with College of Engineering Financial Services Team to ensure common business practices and service models are met.
* Staying current on University practices and required skills through completing U of I’s required training, attending workshops meetings, and classes as applicable.
* Participating in staff meetings at the department, college, and university level.
* Maintaining a friendly and helpful environment for faculty, staff and students.
* Utilizing support of financial services team and participating and contributing in regular meetings.
* Performing other duties as assigned.

**Required Experience**

* Two or more years working in an administrative or office position.
* Experience with office support functions; including using computer software and applications for word processing, email, internet searches, and data organization.
* Experience interpreting, applying and explaining complex information such as regulations, policies or services.
* Independently solving problems and performing liaison activities in a work setting and coordinating activities requiring complex arrangements.

**Additional Preferred**

* Bachelor’s degree and/or four years’ experience as an administrative professional.
* Knowledge of office management, record keeping methods, and information management practices.
* Knowledge of University of Idaho policies and procedures.
* Experience working with faculty, staff, and students in a University setting.

**Physical Requirement**

* The person should be able to carry or lift heavy materials up to 50lbs.

**Working Conditions**

* Add sample