Definition of Class
This senior-level position directs, administers, and oversees fiscal and operational activities within the School of Pharmacy. The incumbent is responsible for leadership, financial oversight, directing budgetary activities, development and implementation of policies and procedures, reporting and assessment, personnel management, coordination of activities and business-related operations. This position frequently makes decisions by exercising discretion and independent judgment and plays a key role in strategic planning activities for the School. The incumbent reports directly to the Dean, School of Pharmacy.

Examples of Work Performed
Participates as a key member of the Dean’s Executive team, serving as the primary business advisor to the Dean. Promotes a unified view of the School’s interests and aligns work with goals of the School.

Represents the Dean in administrative matters and responds on behalf of the Dean to internal and external constituents.

Builds and leads high performance teams within business operations, facilities and information technology units. Develops team leaders’ knowledge, leadership skills and technical skills through continued training, professional development opportunities and coaching. Facilitates and implements change, when needed, through coaching and role modeling.

Ensures policies, processes and systems are used efficiently and effectively, and services provided meet the needs of faculty and students.

Develops and directs the financial planning and management of the School of Pharmacy resources. Develops the School’s financial activities including strategies, planning, projections and budgets. Organizes and presents financial information as requested.

Reviews and approves expenditures of state funds, federal funds, foundation funds, and other sources of funding.

Establishes procedures, guidelines and training related to purchasing, post-award grants management, payment requests and monitoring expenditures.

Interprets information provided by others and advises how the information or request aligns or differs with the School’s strategies and financial plans.

Designs, establishes and maintains an administrative organizational structure to accomplish the School’s goals and objectives while segregating duties and mitigating risk. Acts as a change agent, implements financial and administrative procedures and systems. Serves as a major point of contact for problem resolution.

Serves as an ambassador for the School on various University committees, provides feedback to committees and updates to the School.

Develops and implements policies to ensure the financial planning, human resources, information technology and facilities activities are within the School and University guidelines.

Performs similar or related duties as assigned or required.
Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Directs, administers, and oversees fiscal and operational activities within the School of Pharmacy.
2. Participates in strategic planning, assessment, organizational analysis and business development.
3. Provides leadership, guidance, and development for staff within assigned units of the School of Pharmacy.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Experience/Educational Requirements:

Education:
Master’s Degree from an accredited college or university in Business Administration, Finance, Accounting or a related field.

AND

Experience:
Six (6) years of experience related to the above described duties.

Substitution Statement: Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements: Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

01/20/16

*The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.*