

Business Administrative Associate (Assistant to the Director) Center for Research on Women and Gender, College of Medicine

The Business Administrative Associate (Assistant to the Director) is an integral member of the Center and provides the Director with financial and administrative support of the Center for Research on Women and Gender. This includes financial analysis, grant budget development and management, HR processing, event planning, and customer support.

Job Responsibilities (Essential Duties)

Financial Management

- Oversee the preparation and monitoring of the annual budget. Complete various schedules, reports and supporting documentation.
- Direct the day-to-day financial and budgeting operations.
- Monitor and analyze departmental expenditures to ensure the assigned budget is spent efficiently and fully satisfies departmental needs.
- Develop and manage budgets for federal, foundation and other external grants and contracts, according to agency guidelines.
- Provide input to fiscal short and long-range planning.
- Serve as a liaison between the department and the UI Foundation and oversee related accounts.
- Oversee the purchase of supplies and equipment and coordinate the preparation of purchase requisitions, budget transfers, and interdepartmental transfers.
- Serve as liaison to external and internal units on issues related to fiscal operations and grants and contracts.

Human Resources

- Assist with recruiting, hiring, promotion, reclassifications and termination administrative processes and procedures.
- Input and submit transactions and employee information into Banner and Front End.
- Facilitate human resources issue resolution by serving as department contact and provide information, policy interpretation and counsel.
- Maintain and track benefit time for the unit.

Operations

- Manage the day-to-day operations of the Center which includes preparation and dissemination of programmatic information, planning meetings and events, procuring equipment and supplies, and special projects.
- Provide administrative support and problem-solving to Director, faculty and students as needed
- Perform other related duties and participate in special projects as assigned.

Qualifications

- Bachelor's degree in business administration, management or a field related to the position.
- Two years of professional level accounting, managerial and/or business experience, one year of which was at an administrative level.
- Knowledge of management principle, practices, methods, and techniques.
- Supervisory and administrative abilities.
- Ability to work with minimal supervision.
- Decision making ability.
- Ability to work effectively with the staff and public.
- Extensive knowledge and expertise in MS Word, Excel, Access, and other Microsoft applications.
- Experience with financial (Banner) and HR systems (Front End).
- Experience with NIH, HHS, NSF grant funding and campus pre and post award research activities.

For fullest consideration, please [apply](#) and submit a resume and cover letter and resume **no later than June 1, 2021**.

The University of Illinois at Chicago is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans, and individuals with disabilities are encouraged to apply.

Offers of employment by the University of Illinois may be subject to approval by the University's Board of Trustees and are made contingent upon the candidate's successful completion of any criminal background checks and other pre-employment assessments that may be required for the position being offered. Additional information regarding such pre-employment checks and assessments may be provided as applicable during the hiring process.

The University of Illinois System requires candidates selected for hire to disclose any documented finding of sexual misconduct or sexual harassment and to authorize inquiries to current and former employers regarding findings of sexual misconduct or sexual harassment. For more information, visit <https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=1411899>

