

## **Assistant Business Manager**

### **Job Code 50025631**

#### **General Description**

Responsible for providing program support for the Residential Life and Housing Department, and assisting with the coordination of the daily operations of the business office.

#### **Examples of Duties**

Coordinate recruiting and hiring processes for the department.  
Schedule selected candidates for pre-employment physical screening.  
Coordinate travel and accommodations for on-campus interviews.  
Assist in the finalizing of offers of employment.  
Assist department supervisors in coordinating annual performance appraisal process.  
Assist in developing and monitoring required training.  
Assist in monitoring time reporting.  
Assist in departmental budget development and adjustments.  
Maintain departmental personnel files.  
Perform other duties as assigned.

#### **Knowledge, Skills, and Abilities**

**Knowledge of:** university policies and procedures.

**Skill in:** interacting courteously with a variety of people; developing and implementing clear, concise written policies and procedures, memos, letters, and prioritizing workload.

**Ability to:** perform intermediate math; review and understand written job instructions, read and understand travel websites; explain university policies and procedures; prepare and conduct training presentations.

#### **Education and Experience**

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

#### **Other Requirements**