

POSITION DESCRIPTIONS

1. Dean -The Dean's job description is governed by the University of Texas Health Science Center job code 0984.

<http://uthscsa.edu/hr/inside/explorer/fulldesc.asp?c=0984>

- a) Duties:

The Dean serves as the chief academic officer of the School of Nursing faculty and staff of the School in planning, securing resources, implementing and evaluating activities related to academic operations, research, service and patient care programs. The Dean represents the School both internally to the University and externally to the various stakeholders. The Dean also serves as part of the Institutions' executive leadership team through active participation in various Institutional planning, implementing, and evaluating activities.

- b) Qualifications:

Doctoral Degree and 12 years of Related Experience.

2. Associate Dean of Finance and Administration - This position will report directly to the Dean of the School of Nursing with additional reporting responsibilities to the Vice President and Chief Financial Officer. This individual will be responsible for the marshalling and allocation of the human and capital resources needed to support the mission of the School of Nursing (SON) to include the management and oversight of administrative, business and financial affairs and

and business affairs.

- a) Duties:

Management of all financial functions, which include accounting, planning, budgeting, forecasting, and controlling finances.

Prepares monthly reports for the executive team with recommendations on tuition and fees, revenue and formula funding.

Prepares cost projections and analyzes and interprets financial data.

Monitors revenue, expenses based on forecasts using past historical data and anticipates future patterns/projections of spending activities.

Provides centralized budgeting oversight, finance analysis, and reporting support as required for the Vice Deans, Associate Dean as well as the UT Nursing.

Signature authority on all SON accounts.

Initiates and prepares business plans for projected changes in revenue, expenditures, and new initiatives to include new programs, faculty practice and program enrollment and tuition projections.

Develops school and departmental budgetary goals and guidelines, creates school and departmental budgets and monitors all financial activities related to the school;

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and prepare reports/recommendations. Develops and composes correspondence, reports, and presentations as requested on behalf of the Dean and SON activities, maintaining confidentiality at all times.

a) Duties: