

**SAM HOUSTON STATE UNIVERSITY  
STAFF JOB CLASSIFICATION DESCRIPTION**

**TITLE:** Administrative Budget Manager for  
Enrollment Management

**EEO CATEGORY:** Professional  
**JOB NUMBER:** 9-1673  
**STATUS & GRADE:** E-12  
**DATE:** 09/2006

**DEPARTMENT:** Enrollment Management

**EDUCATION & EXPERIENCE REQUIREMENTS:** Bachelor's degree in Business Administration with an emphasis in accounting/finance or related field. Minimum of (2) two years experience in budgeting finances, or related experience preferably in higher education. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

**NATURE & PURPOSE OF POSITION:** To assist the Vice President for Enrollment Management in managing the accounting and budgetary control procedures and related high-level assignments for the Division of Enrollment Management

**PRIMARY RESPONSIBILITIES:** May include, but not necessarily limited to the following: Managing the accounting and budgetary control procedures; and, preparing fiscal data including the planning and preparation of budgets and reviewing annual closeout processes. Reviews, verifies, and recommends to the Vice President the approval or disapproval of budget and personnel transactions. Conducts cost analysis and prepares statistical data for internal and external agencies. Performs high level administrative assignments as directed by the Vice President. Receives inquiries and responds to questions/requests of a complex or confidential nature, referring any such request which is controversial or specialized to the appropriated official. Provides information pertaining to divisional procedures and policies to individuals within the institution and/or the general public that may involve research, compilation, evaluation, and distribution. Handles the budgetary planning for new Student Orientation. Must have strong computer skills, including database and spreadsheet applications. Performs other related duties as assigned.

**OTHER SPECIFICATIONS:** Routine and important contacts include division/department/program and university administrators; students, faculty, and others. Contact with students and with colleagues requires excellent personal interaction skills and an orientation toward service. Types and edits correspondence, letters, memoranda and reports. Prepares, reviews and distributes correspondence, office forms and procedures, reports and documents. May handle mail, inventory, travel, filing, surveys and memberships for the department. Other various duties as required to efficiently support the office of Vice President for Enrollment Management. Serves on University and Division of Enrollment Management committees as required or assigned.

THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED AT THE DEPARTMENTAL LEVEL. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN "AT WILL" EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.