

**TEXAS TECH UNIVERSITY**  
**Lubbock, Texas**

Texas Tech University invites applications for a Business Manager position in the Department of Civil, Environmental and Construction Engineering.

Position Description

Manages personnel and budgetary matters for a department or college. Exercises discretion and independent judgment to oversee the activities of staff and the financial processes to ensure fiscal responsibility of department/college. Ensures staff and faculty have the resources to complete their work. Usually serves as a hiring manager and employee service coordinator.

About the Department and/or College

The Department of Civil, Environmental and Construction Engineering is home to 22 tenure-track/tenured and research faculty, including two National Academy of Engineering (NAE) members. The department awards bachelor's degrees in Civil Engineering (BSCE) and Construction Engineering (BSConE), master's and doctoral degrees in Civil Engineering, as well as a five-year professional Master of Environmental Engineering (MEnvE) degree. The department enrolls 600+ civil, construction and environmental engineering foundational and undergraduate majors and 150+ graduate students.

Major/Essential Functions

- Serve as principal administrative assistant to Department Chairperson and as liaison between faculty, staff and students. Serve as departmental fiscal lead on academic year budget preparation, faculty hiring startup packages and departmental facility upgrades.
- Coordinate and oversee faculty and staff hiring procedures. Prepare and coordinate ePAFs for new faculty and staff hires and update prior hires as necessary.
- Maintain spreadsheets each fiscal year for funding sources available for departmental payroll, purchases and requisitions.
- Serve as fiscal lead/proxy (as designated by Chair) on departmental accounts.
- Supervise staff performance, update job descriptions as necessary and recommend personnel actions as necessary. Write and submit Administrative Coordinator and Research Coordinator performance evaluation.
- Assist faculty with application for Visiting Scholars from another country. Work with International Affairs to ensure H-1B is up-to-date or assist with application for permanent residence.
- Attend faculty meetings and write the minutes.
- Confirm graduate students are registered full-time each semester and submit scholarship list to Whitacre College of Engineering for PhD scholarship. Maintain spreadsheet of number of years PhD student has received scholarship.
- Other duties as assigned.

Required Qualifications

Bachelor's degree and four years of experience developing or managing programs or projects. Additional job-related education may be substituted for the required experience on a year-for-year basis.

#### Preferred Qualifications

- Knowledge of TTU systems and processes.
- Microsoft Office Suite

Individuals interested in applying are requested to go to <http://www.texastech.edu/careers/staff-positions.php>. For Texas Tech University Staff Positions please visit Work at Texas Tech, click on the Staff box and search for Requisition ID 30877BR.

Please upload (preferably in PDF format) [1] a cover letter, [2] curriculum vita, and [3] name, email address and telephone number of three references.

As an EEO/AA employer, the Texas Tech University System and its components will not discriminate in our employment practices based on an applicant's race, ethnicity, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, generic information or status as a protected veteran.