



UNIVERSITY
of ALASKA

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Position Job Duties

531602_Business Office Administrator

80% University business/administrative operations:

Assist director in day-to-day administrative operations.

Assist in the planning and implementation of programs at the Bristol Bay campus and the regions it serves

Work with campus Director and CIS Fiscal Office to prepare and develop, track, and revise budgets.

Initiate and track invoices

Check student accounts and apply funding via internal and external methods (memos, PAFs, etc.)

Conduct employee orientations

Assist with conferences and special events

Facilitate and maintain positive internal communication with the Director, staff, and faculty at the campus

Monitor program activities and ensure compliance with applicable rules, regulations, policies, processes, and procedures

Develop and maintain databases

Establish and maintain procedures and controls to carry out program activities

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Work with and establish relationships with internal and external constituencies; Develop and maintain relationships with industry partners

Create reports, postings, and presentations for dissemination

Oversee and carryout purchasing responsibilities

Supervise 1 to 4 employees

Travel: Initiate student and adjunct travel and facilitate their arrangements with TCSSO

20% Grant administration:

Draft grant applications with director and coordinators, assist in grant writing and coordinate final submittal with UAF CIS.

Assist with collecting and organizing extensive data for grant reporting

Assist Director with determining grant budget expenditures per grant goals and objectives