



**JOB DESCRIPTION:
DEAN OF BUSINESS ADMINISTRATION
2024-2025**

Job Summary

The Dean of Business Administration is responsible for administering the computer systems, personnel, office, financial, physical plant, bookstore, and food service programs of the College.

Organizational Relationship

The Dean of Business Administration is directly accountable to the President.

Qualifications

The Dean of Business Administration shall be trained and experienced with fund accounting, facility supervision, and have a working knowledge of computer financial programs. The Vice President of Business Administration shall maintain institutional integrity, accuracy, and confidentiality and a good interpersonal working relationship with students.

Responsibilities

1. Oversee the College financial program working in cooperation College President, department heads, program coordinators, and appropriate administrative officers.
2. Prepare the annual budget for review by the President and for the approval of Board of Directors.
3. Evaluate monthly budget status and report to the Administrative financial status and recommendations.
4. Engage an independent auditor for the College.
5. Serve as controller by verifying departmental budget availability for purchase requests.
6. Be responsible for office supply inventory and reordering when necessary.
7. Assure compliance with state and federal requirements.
8. Oversee food service, computer systems, office, and human resource functions of the College.

10. Serve as project coordinator on behalf of the College for any building projects or oversee the appointed project coordinator
11. Supervise the work scholarship jobs, related administrative services, and plant maintenance functions.
12. Develop and be responsible for purchasing policies and procedures.
13. Assist the Administrative Committee in planning of campus development.
14. Be responsible for applying financial policies to student charges and credit policies.
15. Assist the President, Board of Directors, and Administrative Committee in the determination of student fees.
16. Oversee the use and maintenance of College vehicles including selling vehicles that are not needed.
17. Perform related duties as assigned.