

AUBURN UNIVERSITY

HARRISON SCHOOL OF PHARMACY

ROLES OF ADMINISTRATIVE LEADERSHIP TEAM

Reviewed Aug. 31, 2015

Administrative Services

Director of Admin Business and Finance directs and administers oversight of fiscal and business operations as senior administrative officer for the Harrison School of Pharmacy (HSOP). Exercises primary responsibility over the accounting, reporting, budgeting, and monitoring of all financial matters, including all funding activities. Prepares and monitors the operating budget and provides financial reporting and analysis for funding activities, business operations, and project accounting. Advises and assists management officials on complex fiscal matters, budget considerations, transfer of funds, and other fiscal matters. Develops and implements fiscal policies and procedures which ensure that generally accepted accounting principles, regulations governing contractual agreements, Federal and State regulations, and Auburn University guidelines are employed. Negotiates and manages the establishment of contractual agreements. Oversees human resources activities including searches, student employment etc. Serves as a central operations manager, ensuring day-to-day operations run smoothly and efficiently including building maintenance. Serves as facilities manager for the building and infrastructure; oversees construction and renovations; manages building security and access. Oversees the information technology operations of the college and ensures efficient use of technology for faculty, staff, and students and curriculum for Mobile and Auburn campuses. Provides oversight for special events such as Graduation, Orientation and White Coat Ceremony, Career Day, Scholarship and Award ceremonies and dinners, retirements, receptions, retreats, etc. Assists with strategic planning, re-accreditation, organizational analysis and business development. Prepares reports for various agencies including ACPE accreditation agency and American Association of Colleges of Pharmacy.

Accounting supports the administration of HSOP fiscal resources. This office manages budgeting, payroll, accounting, purchasing, contracts, payables processing, receivables processing, banking relations and investments, accounting and financial statement preparation for the office of the dean and academic departments. Individual research accounts generated by extramural funding are managed by academic departments in which the researcher is appointed. The Accounting office Lead accountant reports directly to the Director of Administration, Business and Finance.

Administrative Assistant to the Dean serves as an information resource and point of accountability to the University in the areas of academic and nonacademic personnel, and property control. This individual directly supports the areas of space utilization, construction and renovation, building maintenance. The position provides administrative support for the executive committee and is responsible for special projects which engage all departments and administration.

Staff

Operationally the School functions with the assistance of a professional and support staff-extender model. Staff members are a valued component of the organization, and are expected to perform their responsibilities under limited supervision. Each department conducts periodic staff meetings and school-wide meetings are held with the Dean monthly. Staff members are also included in departmental

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meetings, and are invited to attend faculty meetings. Basic human resource issues are covered by the University Policies and Procedures Manual at both the Staff and Admin/Professional level.

Office of Information Technology

The Office of Information Technology provides services to all School academic and administrative departments and offices related to computerization, implementation of upgrades to the resource base of hardware and software, maintenance of the resource base, trouble shooting of operational problems with hardware and software, software design and implementation, and information and instructional technology training for faculty, staff and students.

It has additional responsibilities for Web development, Internet resources maintenance and support, LAN development and control, distance learning technology development and support, and video services, server implementation, and maintenance and development of resources to maintain the School's investment in state of the art technology. The Manager of the Office of Information Technology serves as a resource to the School faculty and staff regarding software design, strategic planning for future Information Technology (IT) needs, curriculum implementation and support related to IT, and server maintenance and design issues. The Manager reports to the Director of Admin Business and Finance.

Office of Communications and Marketing

This office will supervise all communications, public relations, news writing and web-based efforts on behalf of the School. This will include working with the dean and senior members of the School's leadership to develop communications, focused strategy and tactics. The person in this position will advise the Dean and senior school leadership on strategic communication matters related to the School's image to both internal and external stakeholders; also acts as public relations liaison with all media types in dissemination of communication and marketing on behalf of the School. Supervises the communication work flow that is produced and posted by information technology to include the work product of and involvement by other units internal to the School, internal to campus, external vendors and, eventually, internal staff. Oversees and participates in the design of publications with AU Communications and HSOP administration, departments and development regarding the School. Initiates and directs the planning, implementation, and administration of publications, communications, press releases, public relations, marketing regarding the School. Ensures that this information and materials are accurate and of the highest quality and are in compliance with University policies. Oversees and participates in the writing, editing, and dissemination of Web content, communications, press releases, public relations, and marketing regarding the School. Oversees and participates in the management of content for the School's website and maintains up-to-date information to include managing the Cascade Content Management System. Develops and manages the budget for the overall communication function and specific communication projects to ensure compliance with allocations including reviewing and approving expenditures and maintaining compliance with University financial policies and procedures. The manager responds to the Dean.

Director of Development and Alumni Affairs

The Development and Alumni Affairs Office, under the direction of the Development Officer, in consultation with the Dean, develops private gift fund-raising objectives for the college, over-sees all college fund-raising activities including major gifts, planned gifts and annual gifts. The

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Development Office acts as a liaison between the School and Auburn University Foundation. The Officer also manages the alumni activities and provides staff support for the School's Dean's Advisory Council.