The University of Washington (UW) is proud to be one of the nation's premier educational and research institutions. Our people are the most important asset in our pursuit of achieving excellence in education, research, and community service. Our staff not only enjoys outstanding benefits and professional growth opportunities, but also an environment noted for diversity, community involvement, intellectual excitement, artistic pursuits, and natural beauty.

The William E. Boeing Department of Aeronautics & Astronautics (A&A) within the College of Engineering has an outstanding opportunity for a department **Administrator**.

The Administrator for A&A is responsible for managing the administrative and academic services of the department. Reporting directly to the department chair, the administrator serves as the business manager and senior administrative support representative for the department, providing leadership and management for the department's fiscal, human resources, and operational responsibilities. This includes expenditure and revenue forecasting, evaluating department operational needs, and hiring staff. The administrator is the chief liaison between the Chair, faculty, staff and students of the Department and other campus and non-campus offices. The administrator is responsible for ensuring the department is in compliance with federal, state, local, and university rules and regulations.

Additionally, the person in this role will perform the following job duties:

Administration
Act as Administrator for the Department of Aeronautics & Astronautics, College of Engineering. These responsibilities include coordination of department finance and personnel activities for faculty, staff, and students in support of the academic and research goals of the department. Serve as the primary liaison to administrative offices of the campus and non-UW agencies. Advise and counsel the Chair with accurate knowledge of policies and procedures. Develop, interpret and implement institutional and organizational policies, procedures, and operations. Advise administrative staff and faculty of University policies and procedures. Liaison to professional and non-professional personnel in matters pertaining to fiscal management and administration of the department.

Fiscal/Budget
Administer state funds, self-sustaining and gift funds totaling approximately $12 million/direct costs/year. Oversee all aspects of grant and contract management. Supervise full-time professional fiscal position with two direct reports. Prepare annual reports to endowment sponsors and companies for scholarships and fellowships. Devise and maintain budget reporting system for a variety of funding sources. Track all department commitments, monitor department expenses, and review current balances. Administer all purchasing function for the department in compliance with state, gift funding, independently correspond with campus units regarding budgets and responsible for reports and surveys for the University or outside agency inquires. Work in partnership with the College of Engineering Dean's office Financial Administrator.

Personnel
Oversee human resources for the department. This includes appointments of faculty, research faculty, visiting scholars, research associates, classified and professional staff, hourly, and graduate and undergraduate student appointments. Supervise clerical/administrative support and professional positions. Manage work flow, hiring, disciplinary actions, layoffs, and resolution of problems. In coordination with the Chair, handle part-time lecturer appointments. Advise faculty members in personnel matters related to technical staff (hiring, disciplinary problems). Provide information to employees regarding WAC regulations and union contacts. Administer the preparation of confidential material, coordinate and carry out special assignments that vary in complexity and frequency depending on the

needs of the department. Work in partnership with the College of Engineering Dean's office Human Resources Administrator.

Facility Management
Participate in the long range planning for the department including requests for equipment and space. Assign, review and record personnel space; coordinate moves of personnel and equipment; supervise key distribution and maintenance of inventory records. Interface with EH&S, UW Police, Seattle Fire Department, other engineering departments, and the Dean's Office as needed regarding safety, security, maintenance, and other related facilities concerns. Assist with building issues related to the deparment's facilities, including Guggenheim Hall, the Aerospace Energetics Research Building (AERB), and the Aerodynamics Laboratory Building (3x3 wind tunnel facility), and the Kirsten Wind Tunnel.

REQUIREMENTS:
•Bachelor's degree and three to five years of experience in administrative management. Familiarity with academic policies and procedures.
•Experience with Word and Excel software and other software as required .
•Demonstrated ability to effectively supervise and motivate staff.
• Excellent verbal and written communication skills.
•A solid understanding of budgeting process which would include payroll, purchasing, and accounting systems.
•Excellent interpersonal skills. A professional manner with the ability to work well with diverse populations over the telephone, in written correspondence, and in-person. Ability to communicate clearly, diplomatically, and effectively.
•Strong organizational skills and a demonstrated ability to manage a number of complex, multifaceted relationships and tasks simultaneously are required.
•Strong project management skills. Ability to problem solve, take initiative, set priorities, handle multiple projects, and exercise good judgment in a fast paced, dynamic, deadline driven environment in an organized and professional manner.
•Demonstrated ability to work independently, with a high level of initiative, and as part of a team.
•Ability to maintain confidentiality and to handle confidential and sensitive information in an appropriate manner.

Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

DESIRED: