

**MONTANA STATE UNIVERSITY  
COLLEGE OF NURSING  
Position Description #4**

**Position Description: Director of Administration and Finance**

The Director of Administration and Finance has the chief responsibility within the College of Nursing to coordinate administrative support activities including management of fiscal and human resources as well as creating, monitoring and implementing College-wide plans, policies and procedures related to budgeting, personnel, facilities, technology and administrative services.

In executing the responsibilities of this position, the Director of Administration and Finance:

- Oversees fiscal management, including budget planning, forecasting, and analysis
- Develops appropriate procedures and guidelines to improve efficiency related to budgeting, fiscal management, personnel, facilities, technology and administrative services.
- Has official signature authority for all aspects of fiscal and administrative management of the College.
- Works closely with administration and staff to evaluate and improve data collection and storage and ensure that record retention practices are consistent with state and federal guidelines.
- Responsible for organizing administrative data and generating information for yearly, quarterly and special reports for statewide and national questionnaires.
- Participates in implementing and monitoring all administrative aspects of College-wide projects.
- Serves as the hiring authority for classified staff, responsible for assessing overall College needs, writing appropriate position descriptions, coordinating recruitment efforts and serving as a liaison with Human Resources.
- Directly supervise the College's accounting and information technology staff.
- Coordinate and facilitate communications and regular meetings with all College staff
- Serves as a resource to the Dean, Associate Dean (s), Campus Directors, faculty and staff on administrative support issues and activities.
- Serves as an ex-officio member of the College's Executive Council.
- Serves as the College's representative to University committees in the absence of the Dean and Associate Dean(s).

**Reviewed/Approved By: College of Nursing Leadership Team, September 2018**