



# The University of Texas at San Antonio™

## Job Description

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<b>Job Title:</b>	Faculty Personnel Specialist I	<b>Job Family:</b>	UT001 – Admin Suppt
<b>Type:</b>	Classified - Exempt	<b>Job Code:</b>	19264
<b>Department:</b>	Faculty Success	<b>Salary Grade:</b>	58
<b>Reports to:</b>	Director/Sr. Director FPS	<b>Created/Revised:</b>	10/25/2021
<b>Work Modality:</b>	On-Campus, Remote, Hybrid: On-Campus & Remote, or May vary dependent upon department needs		

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### Job Summary

To support initiatives within a large department as they relate to faculty and financial reporting and analysis. Assist with key academic processes and provide consultative support on matters requiring professional judgment and knowledge of policies, laws, and procedures as they pertain to faculty.

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1. Assist with faculty separation processing, including phased retirement agreements, appointments, faculty leave of absences, such as academic leave, and related PeopleSoft business processes.
  2. Serves as an internal resource to provide consultation and problem resolution to college representatives on PARs and FTT faculty recruitment and hiring activities.
  3. Maintain database, prepare reports, and provide training to support staff assisting with faculty related processes. Address inquiries regarding modified service policy and appointments.
  4. Coordinates the process for the posting and hiring of faculty positions.
  5. Audits and review faculty Prior Approval Request (PAR) documents to ensure compliance with all rules, regulations, standards, and business procedures.
  6. Reviews and approves business processes in PeopleSoft while ensuring compliance with Regents Rules, HOP and VPBA business procedures.
  7. Manages the group email account to ensure timely responses.
  8. Liaise with Faculty Personnel Specialists II and III to collaborate on issues as needed.
  9. Performs other related functions as assigned.
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### Minimum Requirements

#### Education/Certifications

- Bachelor's degree from an accredited institution with a focus in accounting, business administration or related area.

#### Experience

- Two years of professional administrative, business management or accounting experience.
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### Knowledge Skills & Abilities

- Excellent verbal and written communication skills; effective interpersonal skills; independent decision-making and problem solving ability; ability to work with a multicultural workforce; and a commitment to continuous quality improvement.
- Management skills, including knowledge of business administration and organization techniques, principles of accounting, and human resources management.

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## **Core Competencies**

Individual Contributor: Customer Focus, Dealing with Ambiguity, Functional and Technical Skills, Action Oriented, Self-Development

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## **Working Conditions**

### **Working Environment:**

- Office Environment with standard office equipment.
- May require occasional travel.

### **Physical Demands:**

- Sedentary work; sitting most of the time. Jobs are sedentary, if walking and standing are required, only occasionally.