

Business/Administrative Associate
Job Family: Business Manager
Civil Service Professional Career Path

Function: This career path outline describes a subset of positions within the Business/Administrative Associate (BAA) custom classification who coordinate and manage the business/financial operations of a unit.

Business/Administrative Associate (Salary Range \$37,967 (grade min.) - \$55,000)

- Entry-level professional positions
- Oversees fiscal management of business operations.
- Often a hybrid administrative role including business/finance, human resources, facilities, or other administrative functions pertinent to the unit's operation.
- Reviews procedures, systems, and processes related to the position.

Business Specialist (Salary Range \$45,000 - \$70,000)

- Responsible for the day-to-day operations of unit activities.
- Reviews or makes budget requests; prepares and reconciles complex reports; informs and consults with unit staff regarding funding procedures and interpretation of applicable policies.
- May specialize in the management and operation of a program specific to the unit, e.g., a self-supporting revenue-generating function.

Senior Business Specialist (Salary Range \$50,000 - \$80,000)

- Minimum qualifications require internal university experience and/or specialized field of practice

Business Manager or Coordinator (Salary Range \$55,000 - \$85,000)

- Develops and monitors budgets; determine feasibility of changes.
- Coordinate with other managers to anticipate and address operational needs.
- May hold a significant compliance role related to internal or external audits of operations.

Senior Business Manager or Coordinator (Salary Range \$60,000 - \$120,978 (grade max.))

- Minimum qualifications require internal university experience and/or specialized field of practice