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