**Position Related**

**Position Description**

* Gather information from the College Business Director and other stakeholders regarding college budget process and grant management
* You will design and develop the current workflow model, gathers information on what services are missing or broken and notes what needs attention
* Map a revised workflow and determine the fit for our communication with the Business Director and Financial and Accounting Manager and the Finance Coordinator
* Map processes and workflow
* Prepare information for audits and help to document the college E and G budget process
* Update documents standards and develop workflow for all budget processes
* Analyze workflow, standard operation procedures and data
* The analyzed data could take the project in varying directions

Issues Research (40%)

* Evaluate existing College budget which can include grant management process
  + From perspective of accountant to create optimal workflow
  + Find critical dependencies
  + Ensure Conformity to OSU Guidelines
  + Look at quality of current workflow
  + Use Office for Sponsored Research and Award Administration

Study Planning and Organization (20%)

* Consult with business director and FAM to define scope, objectives and set a time frame to develop standards and model current workflow

Implementation and Recommendation (20%)

* Prepare report of study findings, conclusions and recommendations
* Document and provide technical assistance during implementation
* Prepare training materials if needed

Technical Advisor (20%)

* Advise management on procedures, processes and workflows
* Outline and make recommendations on changes in procedures on workflows

Management Improvement Studies

* organizational analysis
* Systems and procedures analysis (manual or ADP)
* Records management analysis  
  Space utilization studies
* Work measurement or work simplifications studies
* Cost benefit analysis
* Budget analysis
* Other related efficiency research or program operations review studies

**Description in my Words**

Gather information from stakeholders about the budget process and grant management. Create an understanding of the current workflow and see what needs to be fixed. Map these processes out in order to create and document standards and then recommend improvements. This process will include:

* Issues Research
* Study Planning and Organization
* Implementation and Recommendations
* Technical Advising

**Key Background Highlights**

I am

* Data focused
* Love to simplify things
* Like clear easy to understand processes (preferably with nice graphics)

Student Life Analysis

* Helped manage new database transition
* Worked with University Administrative Business Center to analyze records

RCD Software Business Plan

* Developed

Career Development Center

* Established Career Advisory Committee
* Helped run and improve

Venture Accelerator

* Analyzed and looked for impediments in the grant administration process in order to make it easier for industry partners

**Career Fair Report**

**Currently I Am**

* Working as an Instructor

**About Me**

**Currently I Am**

* Working as an Instructor
* Studying for my GRE
* Planning to start a PhD hopefully in CEOAS

**Key Points**

* Good at taking initiative under little guidance
  + Legacy Health System- Built a program to attract and retain more minority vendors
  + Thesis
    - Developed and documented detection software
  + Instructor
    - Designed and instructed multiple courses from scratch
  + RCD Software

**STAR**

**Ideas**

Maybe an internal website

**My Questions**

* Current overview
  + Where is data stored
  + What processes and software are used
  + What communication
* Goals for the Position
* Who is most benefited by this faculty, staff, other departments

**My Leadership Style**

**Communication**

**Diversity and Equity**

**Conflict Resolution**

**Team Work**

**Organization Handling Multiple Deadlines**

**My Key Points**

Technology

**Work History**

**Center for Applied Software Systems- Programmer Analyst**

**Transportation Services- IT and Business Support**

**College of Business- Research Assistant and Instructor**

**Office of Student Life- Business Analyst**

**Career Development Center- Employer Relations Graduate Assistant**

**Department of Nuclear Science and Technology- Research Assistant**

**Advantage Accelerator- Intern**

**Legacy Health System- Intern**

**Grant Process**

**The Office for Sponsored Research and Award Administration (OSRAA)**

Comprised of Four Units

* Data/Systems
* Proposal and Award Management
* Award Compliance and Education
* Cash and Financial Management.

**Grant Lifecycle**

Pre-award Phase

* Funding Announcement
* Applications

Award Phase

* Award Decisions

Post Award

* Implementing the grant
* Reporting Progress
  + Monitors through various programmatic and financial reporting procedures
  + Usually awarding agency has grants management officer
    - Important to have good communication with this person
  + Types of reporting
    - Progress Reports
    - Invention Reports
    - Financial Reporting
      * Cash Transaction Reports
      * Expenditure Data Reports
* Auditing
  + The Government Accountability Office (GAO), Office of Inspector General (OIG), and various departments within each Federal agency monitor and analyze policies, expenditures, and more activities within each grant-making agency.
* Completing the closeout requirements
  + Must submit final financial and programmatic reports

**Terms**

E and G

* E&G funds are those received by the University directly from the legislature and from student tuition. The funds are subject to expenditure limitations, and are allocated to colleges and departments through the budget process. Please refer to the E&G fund policy in the Fiscal Operations Manual for more details.

Indirect Costs (F and A)

* These are costs that cannot be uniquely associated with a particular project but which are nonetheless incurred by the university due to the project. They include costs such as departmental accounting and clerical support, network support, equipment depreciation, building and facilities operation and maintenance, library, general and sponsored projects administration. These costs are budgeted and charged as a percentage of some of the direct cost elements.