**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

**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
  + Thesis
  + Instructor

**STAR**

OSU- Programmer Analyst (Transportation Services and CASS)

OSU- Student Life

Venture Accelerator

* Documented grant workflow
* Helped suggest changes to speed up process

**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

**My Leadership Style**

**Communication**

**Diversity and Equity**

**Conflict Resolution**

**Team Work**

**Organization Handling Multiple Deadlines**

**My Key Points**

Technology