

INSTITUTIONAL SUPPORT

Assist with coordination (or Coordinate) the reviewing and processing of documents such as fiscal, budget, CIP, etc. in a highly effective manner that results in a response to the requestor within # of days.

Plan and conduct at least # training sessions (travel, procurement, etc.) between date and date for department staff which results in increased efficiency and satisfactory level by the customers/participants.

Attend at least # training/professional development sessions and read at least # research articles in the field of _____ to remain up-to-date in the field and demonstrate the use of such knowledge by positive and improved work productivity.

Plan and implement effective responsive (e.g. inventory) program by date which addresses the objective of increased efficiency and systemizing work within the college/unit.

Provide timely, clear and responsive (fiscal, budget) information within the college/school unit by disseminating information within 48 hours (or days) of assignment.

In a supportive positive manner, meet with # faculty and staff as necessary and provide information and guidance so that they can effectively meet their goals and objectives.

Establish and maintain positive and productive collaboration and communicate with parents, students, peers (across UH), faculty, staff, community members, legislators, etc. to enhance fiscal, budget, CIP, etc. programs and services as reflected by increasing productivity and job effectiveness.

Establish and maintain positive and collaborative communication within the unit that supports the accomplishments of the mission and goals of the unit and supports teamwork through individual/team feedback.

Plan, research and implement <project> by date which addresses <issue> with involvement of such groups as applicable advisory committees, stake holders, constituent groups, executives, faculty, staff, etc. which addresses project goals.