

OFFICE OF BUDGET AND OPERATIONS

Overview

The Office of Budget and Operations manages SOLES' fiscal resources (including approximately \$8.9 million in annual operating funds across 16 different accounting projects in addition to annual gift, grant and endowment projects) as well as the building facilities and operations. The office works collaboratively with and is the SOLES liaison to key individuals in campus departments including: Human Resources, Controller's Office, Budget and Treasury, Student Financial Services, Office of Sponsored Programs, Provost's Office, Instructional Media Services, Auxiliary Services and Facilities Management offices. The office is structured with a manager that oversees all of the day to day responsibilities and is also responsible for providing vision and recommendations to the Dean with regards to fiscal and operational management.

Personnel

The Budget and Operations Manager is assisted by and oversees the following positions: Academic Scheduler, Event Scheduler, Receptionist, and AV Technician and Support Specialist. In addition to the aforementioned positions, the university provides a dedicated Desktop Support Specialist who works directly with the Budget and Operations Manager to ensure our desktop needs are supported.

Service

The Office of Budget and Operations serves SOLES faculty, staff and students by handling:

Budgetary Administration

- The development, administration, maintenance and reconciliation of SOLES operating budgets and year-end fiscal reporting. The office works closely with the Controller and Office of Budget and Treasury to conduct initial set-up, on-going maintenance, and closing procedures (when necessary).
- Cost/benefit analysis for SOLES projects and budget categories. Researches and advises the Dean concerning funding allocations and expenditures as appropriate.
- Development and assistance with the implementation of new SOLES fiscal policies and procedures for all regular and special programs.
- Oversight of the initial budget preparation for new grants. In collaboration with the principal investigators and the Office of Sponsored Programs, monitors, reconciles, and assists with the post-award fiscal administration of grants.
- Designation and implementation of systems and processes to ensure proper coding and allocation of salary and operating expenses/budget items among SOLES accounts, with particular attention to allowable grant expenses (where appropriate).
- Generation and management of all full and part-time faculty teaching contracts.

SOLES Operations Administration

- Building repairs/maintenance requests and initiating and overseeing facility improvements.
- Staffing and employment matters with the Office of Human Resources.
- Setting of policies for overall building usage and pricing for use by outside constituents for special events.
- Electronic scheduling of academic program course offerings and scheduling of classrooms for those courses.
- Special events scheduling, including meetings, seminars and conferences.
- Coordination of USD Computer Lease Program for SOLES personnel.
- Training of and providing technology tools to assist in delivery and dissemination of course and research material.
- Oversight of the maintenance and operation of all audiovisual equipment used in the classrooms and meeting spaces in the SOLES facilities, including training student workers,

faculty, and staff on how to setup, operate and troubleshoot audiovisual equipment.
Development and maintenance of training materials and user help documents.

- Oversight and processing of equipment check out for faculty, staff and students.
- Reception services including greeting, directing, and referring visitors, students, staff, and faculty to appropriate source for follow-up and additional information.

Mission

The Office of Budget and Operations strives to provide excellent administrative service to ensure that the appropriate fiscal, technological, spatial and scheduling resources are available.

Relationship to Conceptual Framework (ACE)

The office was created to assist faculty with the resources needed for operational and fiscal aspects of academic programs, teaching and any potential grants and to work behind the scenes so faculty can better center their focus/concentrate on teaching and research and not have to tend to the administrative details.

Students are better served as they are offered access to a variety of technologies and spaces to assist in their learning and course projects.

Relationship to Transformation Initiative (TI)

One goal of our TI is to strengthen and align the PEU through collaboration in the preparation of teacher, school counselor and principal candidates. The Office of Budget and Operations works closely with the Dean and Associate Dean to ensure that we have the resources to provide incentives for faculty to cross department borders and collaborate. Examples include: ensuring there are sufficient resources for the development and implementation of the action research work which is across the three units of the PEU (teacher education, school counseling and education leadership) and providing fiscal reports to the deans so that budget request rationales can be made that connect fiscal accountability with program quality as in our many refinements and enhancements to our clinical experiences. In addition, the tech staff of this office support faculty and student collaboration by arranging video conferencing sessions and the lending and training of video cameras for practicum work, among other support services.

Click below to view the following Job Descriptions:

Budget and Operations Manager

Academic Scheduler

Event Scheduler

AV Technician and Support Specialist

Administrative Assistant for Reception and Outreach & Recruitment

Desktop Support Specialist

How to guide for auditorium (MRH 116) and executive classroom (MRH-102):

MRH-116

<http://streamer.sandiego.edu/Streamer/StreamPlayer.aspx?Id=54343bEjTCg&bPN=1>

MRH-102

<http://streamer.sandiego.edu/Streamer/StreamPlayer.aspx?Id=5433c0kvnvq&bPN=1>