University of Nebraska Central Administration
Job Description

General Information

Working Job Title: ASG Project Systems /Budget Lead	Job Family: Information Technology	Job Family Zone: Specialist
Position Number: 784	Department Name: Administrative Systems Group	SAP Organization Unit Number: 2325
Employee's Name:	Date of Last Update: 05/16/2017	Title of Supervisor: Director of ASG
SAP Personnel #:	Last Updated By: Loren Blinde	Name of Supervisor: Loren Blinde

Position Summary

This individual is responsible for managing sponsored project and budget related functions within the University business environment including configuration of SAP modules, operational business process support, system software upgrades, documentation and testing. The team lead is the key liaison between the University SAP business system and the related University/NSCS departments. The team lead will work closely with other ASG team members; technical staff and software including other U-wide supported systems and plays a key role in system compliance with regulatory standards applicable to sponsored agreements.

Duties & Responsibilities

Indicate % of time spent and indicate with an "*" the duties & responsibilities that are essential functions of this job. Arrange this list of duties in order of importance.	% of Time	Essential Functions
Business Process Support Perform common sponsored project or budget functions and process execution of benefit to all campuses and colleges including system-wide controls, common process execution, report generation and system related business activities. Support the budget interface process and master data related to sponsored agreements.	40	*
System Enhancements Coordinate the design and implementation of sponsored project or budget related enhancements to the University SAP system in cooperation with individual campus business offices and fellow ASG subject matter experts. Responsible for planning and directing efforts, performing specific SAP module configuration, coordinating development resources, managing and validating testing procedures, and providing necessary information to Change Management resources for documentation, communication and training.	30	*
Campus Knowledge Transfer and Support Serve as the point person for SAP system sponsored project or budget related issues with the individual campus business offices in their respective areas of expertise. Provide support to assist those offices with system related business process knowledge including expert level training and problem-solving.	15	
Team Integration and Coordination Perform all job functions in a framework of integration awareness with fellow ASG business leads and support staff. Maintain ongoing intra-team communication, both informally and in scheduled meetings, for all planned and current system activities to assure integration of all affected processes.	10	*
Professional Development Actively seek to acquire advanced subject area expertise through a network of Higher Education and SAP community contacts, SAP training classes, self-directed research, professional journals, subject specific seminars and workshops and general interest conferences.	5	*

Nature/Complexity of Work

Responsible for working with the ASG business leads and developers in the design and implementation of business development projects. This position researches, develops and provides support for new SAP components and new system modules as identified by the ASG charter and annual priority list. The work can be complex and requires SAP system knowledge.

Problem Solving/Decision-making

This position is responsible for identifying the course of action to successfully complete a task or resolve an issue. This includes when and how to coordinate with clients, technical staff and the management team. Within SAP overall correctness of problem solving and decisions made may not be apparent for variant periods of time ranging from hours when the work is completed to months depending upon the complexity of the tasks.

Strategic Impact

Business decisions are made within the University based on SAP data and related business processes. Errors in the work performed may result in the University systems being detrimentally impacted and/ or disabled and potentially impacting several thousand on-line system end-users.

Know How

Knowledge of the current business processes plus operational competence with package or custom application systems. Requires the ability to work effectively with all levels of management and strong time management skills, multi-tasking capabilities and excellent communication and inter-personal skills. Must also be able to work in a diversified team environment.

Technical Know How

 Knowledge of SAP ECC and Net Weaver system environments with particular emphasis on Project Systems and the presentation of information and actions to system users.

Interactions

This position will require extensive collaboration with ASG business leads, developers and other individuals both inside and outside the organization.

Supervision

This position exercises indirect **Supervision** over special project participants.
This position receives guidance and **Supervision** from the Director of ASG.

Minimum Qualifications

Bachelor's Degree in business administration with emphasis in accounting or a related field; equivalent hands-on experience considered.   Five years of experience in a business capacity, preferably with business applications in an enterprise system setting. Must have knowledge and experience in a personal computer environment with proficiency in Microsoft Office desktop applications.

Working knowledge and hands-on experience with SAP in sponsored project or budget related subject areas including specific experience with Project Systems module configuration, business process design, financial reporting and regulatory compliance is strongly preferred. Experience with business systems in a University environment is desired.

Physical Requirements

1. **General Physical Requirements** Indicate the appropriate response for an eight hour day:

Indicate intermittent or constant

	Circle the appropriate number of hours	Intermittent	Constant
Sit	0 1 2 3 4 5 [6] 7 8	X	
Stand	0 [1] 2 3 4 5 6 7 8	X	
Walk	0 [1] 2 3 4 5 6 7 8	X	
Drive Motor Vehicle	0 1 2 3 4 5 6 7 8		

Explain

2. THIS POSITION REQUIRES:

	Occasionally (less than 2 hrs daily)	Between 2 - 5 hrs daily	Over 5 hrs daily
Squatting	X		
Bending	X		
Kneeling			
Reaching			
➢ Overhead			
➢ Forward	X		
➢ Low			
Twisting	X		
Crawling			
Climbing			
➢ Ladder			
➢ Stairs			
➢ Other			
Walking on rough ground			
Exposure to changes of temperature/humidity			
Exposure to dust/fumes/gases/chemicals			
Being near moving machinery			
Working from heights			

3. THIS POSITION REQUIRES EMPLOYEE TO:

Indicate letter in appropriate Space: **LIFT=L   CARRY=C   PUSH=P   PULL-PL**

	Less than 2 hrs daily	Up to 2 hrs daily	Between 2-5 hrs daily	Over 5 hrs daily
11 - 24 lbs				
25 - 49 lbs				
50 - 74 lbs				
75 - 100 lbs				
* Over 100 lbs				

* If the position requires the employee to handle over 50 lbs - please explain

4. POSITION REQUIRES USE OF HANDS OR SPECIAL TOOLS/EQUIPMENT FOR:

	RIGHT	LEFT	BOTH
Keyboarding			X
Filing			

Other Explain: Operation of a computer mouse with their dominant hand. (Usually right).

In Each Section, please select one answer that best describes your job:

Knowledge Skills and Abilities:
_____Requires the ability to understand and apply basic job skills, knowledge of several work routines and the ability to apply such routines with minimal interpretation. May possess knowledge of other, related work activities within own functional area. May require the operation of routine equipment/tools. [1]

_____Requires the ability to understand, interpret, apply and communicate information within a specialization and the ability to apply limited analysis in the completion of general functional procedures. May possess knowledge of work activities outside functional area. May require the operation of moderately complex equipment/tools. [2]

__X__Requires the ability to utilize advanced information within a specialization. Within specialization, possesses the ability to assess/ analyze situations and make adjustments to achieve desired objectives. Possesses knowledge of work activities outside functional area. May require the operation of complex equipment/tools. [3A]

_____Requires the ability to apply, integrate and communicate extensive theoretical information within a recognized professional field. Facilitates and/ or establishes the achievement of functional area objectives. Requires knowledge of all related functional areas. May require the operation of highly complex equipment/tools. [3B]

_____Integrates extensive theories and techniques within related or diverse disciplines to achieve results and/ or establish overall strategic directions. Requires wide-ranging administrative and/or specialized knowledge. May require the operation of highly complex equipment/tools. [4]

Problem Solving/Decision-making:
_____Decisions/problem resolutions are repetitive and simple and typically guided by standard operating policies and procedures/practices exist. Tasks are clear and specific to a single discipline. [1]

_____Decisions/problem resolutions require gathering/reviewing information from several sources. Simple analysis of facts determines course of action to be taken within the limits of standard operating policies and procedures/practices. Tasks are varied and may cross several disciplines. [2A]

__X__Decisions/problem resolutions require interpretation, discretion and judgment based on precedent or standard operating policies and procedures. Tasks are diversified and may require some creativity in dealing with unprecedented activities. [2B]

_____Decisions/problem resolutions require synthesis/analysis in the use of theories and accepted principles. Programs/projects are governed by broad objectives, policies and/or theories. Requires the use of creativity in dealing with unprecedented activities. [3]

_____Decisions/problem resolutions require analysis and evaluation of major issues and courses of action impacting the overall direction of the functional area(s). Applies broad concepts and experience in making important decisions. May develop recommendations influencing long-term policies related to major organizational plans. [4]

Interactions:
_____Regular contact involves receiving and/or referring inquiries as well as giving or obtaining routine information relating to work being done. Requires the use of common business courtesy. [1]

_____Regular contact that involves giving or obtaining information as well as occasionally exchanging advice and opinions. Requires the use of common business courtesy, tact, discretion and some persuasion to maintain cooperative associations. [2]

__X__Regular contact that involves exchanging advice and opinions as well as occasionally conveying conceptual ideas of a critical and/or long-range nature. Requires the use of judgment, timing, and persuasion to gain cooperation in the face of differences of opinion or controversy. [3]

_____Regular contact with major Programs/Teams or individuals. Overriding job requirement involves conveying conceptual ideas regarding matters of critical and long-range nature. Significant requirement for diplomacy, timing, and persuasion to gain concurrence or cooperation on operational issues in the face of significant differences of opinion or controversy. [4]

Supervision Received:

_____Supervised by procedures or by supervisor through periodic monitoring of progress and performance. May have latitude to determine sequence of own work tasks to meet clearly established schedules. [1]

_____Supervision by procedures or by supervisor through periodic monitoring of progress and performance. Determines sequence of own work tasks to meet established objectives. [2A]

__X__General direction by supervisor by checking on completed tasks. Establishes own work schedule to achieve program objectives. Makes recommendations to superior regarding efficient functioning of program. [2B]

_____Responsible for conducting specialized assignments or developing programs under only general direction and guidance. [3]

_____Extensive latitude to work independently in matters that have a broad effect on overall policies, programs and/or areas of specialization. [4]

Supervision Exercised:

_____May provide incidental guidance to others. [1]

_____Provides functional supervision that is usually limited to assigning/reviewing work or may serve as work team leader. [2A]

__X__Serves as work team leader. Distributes, schedules, and monitors the progress or work tasks of the program or project. May be involved in the recommendation of personnel actions to manager. [2B]

_____Supervises the work of a project or program that may include hiring, discipline, transfers, promotions, or salary changes within a functional area. May integrate work of two or more programs or one major function/or project. [3]

_____Establishes performance standards for designated programs and/or areas of specialization. Directs staff to include hiring, discipline, transfers, promotions, and salary changes. [4]

Impact:

_____Actions and decisions in this job are limited to the scope of the job, which primarily affect the immediate work group, but occasionally may extend beyond the immediate work group. Errors reflect unfavorably on the individual and may have an adverse impact on the functional area. [1]

_____Actions and decisions in this job have an impact which affects the immediate work group and also extends beyond the immediate functional area. Errors reflect unfavorably on the individual and the functional area.[2]

_____Actions and decisions in this job have discernible impact to the short-term performance of the Program/Team and exerts some impact to its long-term success. Errors reflect unfavorably on the individual, the functional area, overall business operations and potentially other functional areas. [3A]

__X__Actions and decisions in this job have significant impact to the short-term performance of the Program/Team and exert an impact to its long-term success. The job exerts a considerable impact on decisions and final results typically affecting either an entire functional area or a major university activity; and may have unique accountability for financial and program or project objectives. Errors effect business operations, services and other individuals which may require special interventions to correct. [3B]

_____Actions and decisions in this job exert broad and continuing impact on the future of one or more functional areas. The job exerts a major impact on decisions and final results affecting a major university activity; and/or has accountability for financial and program/project objectives and overall successes. Errors significantly interrupt business operations, services and potentially both internal and external constituents. [4]

Summary:	Zone Assignment=		
Authorization: Human Resources	Name:		Date:
Supervisor:			
Administrator:			