

Job Level	RICRO Business and Operations Manager	Professional Level II
Oversight Received	<ul style="list-style-type: none"> * This position manages the overall RICRO business operations and policies; develops and manages RICRO's new recharge center, allocates, oversees, and manages the general operations sub-funds. * The Business and Operations Manager will assist with all critical missions defined by the Director. 	<ul style="list-style-type: none"> ▪ Limited supervision through review of work product ▪ Periodic monitoring of work
Problem Solving	<ul style="list-style-type: none"> * Development and management of new recharge center within RICRO, allocation of annual budget to appropriate compliance teams and division programs * Independently analyze complex interdepartmental activities in relation to the project scope, schedule and budget to identify risks, contingencies and alternatives * Identification of funding sources to build extramural funding for RICRO, and development of budgets and business plans in response to identified funding initiatives. * Provide financial oversight for business operations, programs and policies ensuring fiscal responsibility and adherence to financial procedures * Responsible for the management and update of multiple web-based resources for clients and the research community at large. 	<ul style="list-style-type: none"> ▪ Applies concepts to resolve a variety of problems ▪ Discretion to determine a course of action with review
Interaction/ Communication	<ul style="list-style-type: none"> * Develops all business plans required when RICRO staff apply for extramural awards/submit proposals * Manage routine client and internal RICRO communications including team meetings, client meetings, and enterprise document management. * Assists in the development of updates to material and ensures that material available via our web pages complies with the standards established for OVPR * Works with key teams within RICRO (HSR, IACUC/IBC, CT/Translational research), and outside of RICRO (namely LAR and BSO) to identify and update training modules, SOPs, resources, and information to roll out to CSU researchers * Supervises all student hourly and other temporary hourly staff 	<ul style="list-style-type: none"> ▪ Communicates to a broad audience that may be outside of occupational discipline
University Impact	<ul style="list-style-type: none"> * Under the supervision of the Director, the Business and Operations Manager is responsible for managing RICRO departmental operations on a daily basis. The Research Integrity & Compliance Review Office (RICRO) serves as the University's research compliance office, housing several well-established oversight programs. Additionally, this position will work closely with other administrative units, including Research Services and will also serve as liaison to and work in support of the University's Biosafety and Laboratory Animal Resources programs. 	<ul style="list-style-type: none"> ▪ Working knowledge of University policies and systems ▪ Impact is on work team or department
Typical Education	<ul style="list-style-type: none"> * Bachelor's degree in Applied information systems, Business and Financial Administration or related field * Minimum of two years' demonstrated experience in operations management 	<ul style="list-style-type: none"> ▪ Bachelor's degree