Business Operations and Technology Manager/CyAI (UEC)

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Business Operations and Technology Manager/CyAI (UEC)

California State University, San Bernardino

Job no: 552764
Work type: Auxiliary
Location: Southern California|San Bernardino - San Bernardino Campus
Categories: Bargaining Unit|Excluded,Job Search Category/Discipline|Administrative,Appointment Type|At-Will,Appointment Type|Temporary,Time Basis|Full Time,Workplace Type (Exclude Inst Fac)|On-site (work in-person at business location)

As a Business Operations and Technology Manager, you will be a strategic leader responsible for the efficiency, financial integrity, and technological advancement of the organization. You will leverage data analysis and AI development to optimize business processes, identify key growth opportunities, and provide actionable insights to stakeholders through comprehensive reporting. Beyond core business analysis and cross-functional collaboration on process improvements, you will ensure the stability of the organization's

technical foundation, managing dataflows, cloud assets, ICTs, and the PostgreSQL database. Furthermore, you will oversee critical financial management functions, including budgeting, invoicing, and purchasing, while expertly handling grant administration, subawards, and contracting to ensure full compliance with government funding policies. You will also directly contribute to operational stability by managing student support, scholarship processing, and the supervision of student assistants.

About University Enterprises Corporation at CSUSB

(This is not a state position)

University Enterprises Corporation at CSUSB ("UEC") supports the university's educational mission by providing quality services that complement the instructional program. The University depends upon UEC to provide services that cannot be supported with state funds. We're responsible for business enterprises on campus including, but not limited to, dining, bookstore, convenience store, and vending services. We also serve as the grantee for federal, state, and local funding for research and sponsored projects.**Position Summary**

Temporary, Staff, Exempt, Full Time, Benefitted position through 9/30/2026 (Appointment may be renewed annually based upon availability of funds, availability of work and satisfactory job performance).

Salary: $6,666.66 to $7,166.66 per month.

Location: CSUSB Campus.**Work Schedule**

Exempt. 40 hours per week. Generally 8:00AM to 5:00PM Monday through Friday. Some nights and weekend work may be required.**First Review Deadline**

This position will remain open until filled. **Typical Activities**

Under minimal supervision of the Director, the Business Operations and Technology Manager will work independently to:

Strategic Analysis & Reporting

- Conduct in-depth data analysis to identify trends, opportunities for growth, and areas requiring process optimization.
- Develop, maintain, and report on key performance indicators (KPIs) to accurately track business performance and operational efficiency.
- Prepare and deliver high-quality reports and presentations to communicate analytical findings and strategic recommendations to stakeholders and leadership.

Technology & Data Management

- Manage, maintain, and ensure the integrity of data systems, including the PostgreSQL Database and associated dataflows.

- Oversee and implement Cloud Asset Management strategies and manage all organizational ICTs, Hardware, and Software Assets.
- Lead or support initiatives in AI Development and serve as a working group member for website operations.

Financial & Grant Compliance

- Execute all core financial management tasks, including Budget Management, processing invoices and reconciling charges, and managing PO/Requisitions.
- Ensure strict compliance with government funding policies by applying regulations to all aspects of grant administration, subawards, and contracting.
- Manage the documentation and reporting requirements for grants and subawards.

Operations & Personnel Support

- Collaborate with cross-functional teams to design, implement, and document effective process improvements and strategic initiatives.
- Supervise, train, and manage student assistants, including the accurate processing of their Personnel Time Records (PTRs).
- Coordinate and manage logistics for events and travel, and administer the Scholarship Processing and student support functions.
- Occasional travel may be required to support organizational events such as conferences, external grant meetings, or professional development conferences.

Minimum Qualifications

- **Education:**

  Bachelor's degree in Business Administration, Data Science, Information Systems, Finance, Public Administration, or a closely related field.
- **Experience:**
  - A minimum of 3-5 years of progressively responsible experience in business analysis, operations management, or data/systems administration.
  - Demonstrated experience managing complex datasets and contributing to strategic organizational goals.
  - Experience in financial or grant management is required.

- **Other:**
  - **Technical & Data Proficiency**
    - Expert knowledge of data analysis techniques and statistical tools to derive actionable insights.
    - Proficiency in database management, specifically PostgreSQL, including writing complex queries and ensuring data integrity.
    - Strong competency in Cloud Asset Management and the administration of ICTs, hardware, and software assets.
    - Working knowledge of or ability to quickly learn AI development principles and their application in business operations.
    - Skill in managing digital communication platforms (e.g., Constant Contact).
  - **Financial & Compliance Acumen**
    - Thorough understanding of budget management, invoice processing, and purchasing regulations (PO/Requisitions).
    - Expert knowledge of government funding policies, grant administration, and compliance requirements for grants, subawards, and contracting.
    - Ability to accurately prepare and manage financial and grant related reporting.
  - **Interpersonal & Management Skills**
    - Exceptional written and verbal communication skills for preparing comprehensive reports and delivering presentations to diverse stakeholders.
    - Strong collaboration and teamwork skills to work effectively with cross functional teams on process improvement initiatives.
    - Proven ability to supervise, mentor, and manage student assistants, including performance and time management (PTRs).
    - High level of organizational and project management skills to support strategic planning, project execution, and event coordination.
    - Demonstrated ability to stay informed on industry trends and apply best practices to drive continuous improvement.

U.S. Citizenship (required by funding agencies).Preferred Qualifications

- Master's degree in a relevant field (e.g., MBA, MS in Data Analytics).
- Direct experience with grant lifecycle management, including proposal, administration, and compliance reporting for federal or state grants.

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Experience in a higher education or non-profit environment.
Benefits Include:

- Medical, Dental, Vision, Flex Cash option
- CalPERS Retirement and CalPers 457
- Group Term Life/ Accidental Death & Dismemberment (AD&D)
- Holidays & Personal Holiday
- Vacation and Sick pay accruals
- Educational Assistance Benefit is based on availability of funding.
- Workers' Compensation, Unemployment Insurance, State Disability Insurance

EQUAL OPPORTUNITY EMPLOYER

University Enterprises Corporation at CSUSB is committed to a diverse workforce and affirmative action, and is an equal opportunity employer. UEC maintains and promotes a policy of non-discrimination and non-harassment on the basis of race, sex, gender, color, age, religion, national origin, ancestry, marital status, sexual orientation, physical or mental disability, pregnancy, medical condition, genetic characteristics, status as a disabled veteran, or disabled veteran of the Vietnam era.

To view the UEC Affirmative Action Program, please contact UEC Human Resources at UEC-HR@csusb.edu Monday through Friday between the hours of 8:00am and 5:00pm.

As an equal opportunity employer, University Enterprises Corporation at CSUSB (UEC) is committed to a diverse workforce. If you are a qualified individual with a disability or a disabled veteran, you have the right to request a reasonable accommodation if you are unable or limited in your ability to use or access UEC's career website as a result of your disability. You may request reasonable accommodations by contacting UEC's Human Resources Manager at UEC-HR@csusb.edu.

EEO AA Policy Statement

Employment of Individuals with Disabilities and Protected Veterans**Supplemental Information**

UEC is an EOE - Minority/Female/Disability/Veterans. This position will remain open until filled. This has been designated as a sensitive position. The selected candidate must successfully pass a thorough background investigation to include a criminal history check prior to appointment.

Applications close:

To apply, please visit: https://careers.pageuppeople.com/873/sb/en-us/job/552764

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