

Business Officer Career Ladder

The Business Officer Career Ladder at UAB provides a structured progression for professionals managing financial, administrative, and operational functions across various units. These roles are essential to ensuring the integrity of financial management, personnel administration, and strategic planning while supporting institutional goals.

Beginning with Business Officer I, professionals oversee business operations for small to mid-sized departments, coordinating policies, managing budgets, supervising staff, and ensuring efficient administrative processes. As they advance to Business Officer II, they take on broader responsibilities, serving as financial and administrative leaders for larger divisions. This role involves strategic planning, compliance oversight, grants administration, and policy enforcement, ensuring alignment with university-wide initiatives while facilitating interdepartmental collaborations.

This career ladder fosters expertise in financial stewardship, operational management, and institutional planning, equipping professionals with the ability to navigate complex administrative structures and drive business efficiency across UAB.



Business Officer I

The Business Officer I role acts as business and/or operations officer for a small to mid-size division, department or sub-division. Operating under minimal supervision, Business Officer I responsibilities may encompass financial, administrative, personnel, space and database management, and coordinating implementation of policies and procedures for the assigned areas of responsibility. Business Officers I serve as financial/budget/grants management officer for assigned unit, direct administrative operations of assigned unit and supervise support staff, and may solicit funds and perform special projects as needed.

EDUCATION/EXPERIENCE

Bachelor's degree in Business or a related field and three (3) years of related experience required. Work experience may NOT substitute for education requirement.

GRADE	FLSA STATUS	REMOTE/HYBRID	CAREER LEVEL
W.G350	Exempt	Eligible	Individual Contributor

Business Officer II

Serving in the capacity of business manager, the Business Officer II role relieves department head/large division director or dean of administrative detail with responsibility for financial management/budget, personnel policy administration, space and facilities planning, grants administration, policy interpretation and enforcement. Business Officers II conduct special projects; analyze data and compile reports regarding budgets, personnel and space utilization; interact with University administrative units and assure the integrity of department/division/school administrative and financial operations; and manage staff and handle strategic planning. Business Officers II serve as financial/budget/grants management officer for assigned unit, may interact with administrators and assist with interdepartmental collaborations, and may handle compliance related issues.

EDUCATION/EXPERIENCE

Bachelor's degree in Business or a related field and five (5) years of related experience required. Work experience may NOT substitute for education requirement.

GRADE	FLSA STATUS	REMOTE/HYBRID	CAREER LEVEL
W.G370	Exempt	Eligible	Individual Contributor