

ASHLEIGH GROGAN

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EXPERIENCE

AUGUST 2021 – PRESENT

ASSOCIATE ADMINISTRATOR, UNIVERSITY OF WASHINGTON, DIVISION OF
CARDIOLOGY

- Provide leadership to division staff and faculty in the areas of financial oversight and operations
- Serve as backup to the Division Administrator
- Strategize with division leadership on program structure and staffing and assisting as needed
- Serve as division representative in departmental, school and university-wide meetings
- Oversee the management of division finance resources (state funding lines, grants and contracts, gift accounts, etc.)
- Prepare the annual operating budget and monitoring progress against annual budget making operation recommendations accordingly
- Partner with the clinical trials unit Research Manager to oversee the clinical trials finances for the division including reviewing and approving feasibility budgets on behalf of the division
- Prepares reports, analyses and makes recommendations to the division head, administrator and unit managers for the effective management of division
- Manages the clinical revenue coordination for the division including building clinical activity projections for annual clinical budgeting
- Leading and overseeing the clinical scheduling system and managing the division incentive plan payments
- Oversee and provide guidance to the Grant & Finance Unit in the division by working with and overseeing the managers in solving complex issues including deficit management, faculty funding planning and complicated administrative processing issues
- Provide direction to managers on hiring, developing clear position descriptions and expectations
- Directly supervise Grants and Finance Managers as well as additional employees within the unit to include oversight of program duties. Provide, onboarding, implement and monitor annual performance review, manage performance related issues, etc.

AUGUST 2019 – AUGUST 2021

BUSINESS MANAGER, UNIVERSITY OF ARIZONA, DIVISION OF AGRICULTURE, LIFE
AND VETERINARY SCIENCES & COOPERATIVE EXTENSION BUSINESS SERVICES

- Responsible for the daily operational business activities of the Division's administrative units including managing the unit's financial resources (state, federal, foundation, private, etc.).

- Supervise the Division's Business Services accounting team including daily activities, professional development, performance evaluations, etc.
- Advise Division Associate Vice Presidents, Associate Deans, and Directors on all financial and administrative matters including management and planning of their annual budgets, revenue forecasting, budget reallocations (cuts) and looking for potential sources of additional revenue.
- Serve as the Human Resources Manager for the Division's administrative support units: providing short-term and long-term hiring decisions, initiating and leading the process for all new hires and department job postings, serving as an advisor regarding personnel matters and overseeing payroll.
- Provides department approval for all administrative unit grants/contract proposal submissions.
- Responsible for allocating and tracking all College commitments.
- Distribute quarterly F&A (Indirect Cost Recovery) revenue to Division units.
- Provide support, guidance, and oversight to lead business officers and support staff throughout the Division and serve as a backup for lead business officers in the academic units.
- Keep informed of and apply all rules, regulations, policies, procedures, and best business practices.
- Ensures records are maintained according to University policy and serve as the coordinator for the proper disposal of surplus and outdated records.

JANUARY 2016 – AUGUST 2019

PROGRAM COORDINATOR SENIOR, UNIVERSITY OF ARIZONA, ARIZONA COOPERATIVE FISH & WILDLIFE RESEARCH UNIT, SCHOOL OF NATURAL RESOURCES AND THE ENVIRONMENT

- Organizes and prepares Cooperative Research Unit administrative and financial reports for Unit Director and financial agencies.
- Ensures timely submission of progress reports for all sources of funding.
- Monitors and authorizes all account expenditures for the Unit (state, federal, etc.); maintains and reconciles detailed budgets for state and federal research accounts; advises and determines which expenditures are within the budget guidelines; informs Unit leader and principal investigators of irregularities and proceeds with corrective action.
- Processes all human resources transactions, updates personnel funding distributions and assists with staffing decisions.
- Coordinates scope of work and budget preparation with Cooperative Research Unit Principle Investigators.
- Assists with Cooperative Research Unit grant renewal process.
- Evaluates and recommends operational and space changes to Cooperative Research Unit to ensure effectiveness and compliance with both University and Federal policies and regulations.
- Created and maintained unit website in coordination with Division's marketing and branding team.
- Serves as a liaison to faculty, staff, students, alumni, outside agencies and the public concerning information or complaints. Responsible for responding to potential graduate students regarding the unit's education and research programs.
- Participates in meetings and committees pertinent to business functions of the Unit.

AUGUST 2012 – JANUARY 2016

ADMINISTRATIVE SECRETARY, UNIVERSITY OF ARIZONA, SCHOOL OF NATURAL RESOURCES AND THE ENVIRONMENT

- Processes purchases using UArizona financial systems, including internal billings, invoices, purchasing card, purchase orders, etc.
- Initiates and processes travel reimbursements in accordance with UArizona policy and obtains required approvals.
- Composes email correspondence to answer questions regarding purchasing and travel procedures, distributes announcements as requested via email listserv, manages department email accounts.
- Arranges meetings for director and makes necessary travel arrangements and itineraries. Planning and organizing faculty meetings, retreats, committee meetings, seminar series, short courses, etc.
- Assists with planning and setup of annual department Awards Ceremony.
- Maintains excel database for reconciling all business paperwork submitted by faculty, staff and students.
- Reconciles transactions and follows up as required.
- Stores backup business paperwork using digital filing system per department and UArizona policies.
- Event planning and management of various department workshops and conferences including booking travel and managing registration payments.

EDUCATION

MAY 2016

HEALTH SCIENCES, BS, UNIVERSITY OF ARIZONA

AFRICAN AMERICAN STUDIES, MINOR, UNIVERSITY OF ARIZONA

Relevant Coursework: Survey of Finance, Statistical Inference in Management, Human Side of Organizations

SKILLS

- Expert in Microsoft Office Suite (Excel, Word, PowerPoint, Outlook, Teams) and Google Drive (Docs, Sheets, Presentation).
- Ability to prioritize tasks based on daily workload and department needs.
- Excellent verbal and written communication skills
- Building and maintaining relationships and partnerships.
- Implementing efficient and productive changes to process improvement

TRAININGS

Six Sigma Green Belt Certified, UArizona Budget Planning Ambassador, NACUBO Essentials of College and University Accounting, UArizona Continuing Education Program: Introduction to Managing & Supervising