Title: Assistant Director/Program Director

Pay Scale Group: 16

Essential Function

Under general supervision from a designated administrator, develop, plan, and oversee the operational activities of university programs.

Characteristic Duties

- Develop, plan, and oversee the operational activities of a University program.
- Design and implement programs for a University unit.
- Develop and recommend new operating procedures.
- Oversee the preparation of training materials, special and periodic reports, and grant proposals.
- Develop budget request and written narrative.
- Maintain department operating budget records.
- Develop grant proposals.
- Design and implement staff training program.
- Advise students and student groups.
- Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- seven (7) years related experience. Degree must be in a related field. Experience must be in administration of programs. Experience must include at least one (1) year supervision.

Last updated: November 2006