Title: Assistant Director, College of Business Administration

Pay Scale Group: 16

Essential Function

Under general supervision from a designated administrator, have direct responsibility for developing and maintaining a complex program, function or department for College of Business Administration.

Characteristic Duties

- Coordinate, develop and maintain a complex program, function or department in the College of Business (COB) and maintain daily operational activities.
- Develop policies and procedures.
- Serve as a community liaison; represent COB to community and develop relationships with outside groups and agencies; serve on appropriate committees.
- Responsible for the promotion of the program, function or department. Direct any communication efforts and evaluate information that is to be given to the community.
- Prepare reports, grants, evaluations and proposals; manage program budgets and prepare budget proposals. Authorize expenditures associated with the program, function or department.
- Work with director in identifying needs and areas of development and/or improvement.
- Maintain, analyze and interpret data and research as it related to the program and develop ideas based on this research.
- Coordinate project and special assignments, as well as planning special events.
- Develop related workshops or special events.
- 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 and experience must be in a related field and area. Experience may also require at least one (1) year supervision.

Last updated: March 2007