Title: Assistant Director, Hoxworth  
Pay Scale Group: 22  
FLSA: Exempt

Essential Function

Under general supervision from a designated administrator, direct and manage the administrative operations of the Hoxworth Blood Center.

Characteristic Duties

- Responsible for directing and managing the daily administration and operation of the Hoxworth Blood Center (e.g., Donor Services, Donor Recruitment & Community Relations, HR, Laboratories/Computer Operations).

- Assist in the development and implementation of short and long-term strategic planning initiatives.

- Review, and analyze data/statistics to determine operational effectiveness and efficiency.

- Assess and identify methods that promote operational efficiency within each area of responsibility; identify new market efforts.

- Investigate new testing methods, platforms and information technology that will enhance laboratory services.

- Assist in the oversight and development of budgetary and financial activities and processes for the Hoxworth Blood Center.

- Ensure compliance with all university, local, state, and federal laws and regulations.

- 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.

Unusual Working Conditions

- N/A
**Title:** Assistant Director, Hoxworth

**Pay Scale Group:** 22

**Minimum Qualifications**

- Bachelor’s degree with seven (7) years experience; -OR- Associate’s degree with nine (9) years experience; -OR- eleven (11) years experience. Degree must be in a related field. Must have senior-level management experience in a blood center which includes at least three (3) years supervision.

*New: July 8, 2010*

*Last updated:*