Title: Director, Administrative Activities

Pay Scale Group: 18

Essential Function

Under general supervision from a designated administrator, provide overall direction and coordination of college- or department-wide administrative activities.

Characteristic Duties

• Direct college-wide administrative activities, which include data management, data systems, operational functions, payroll or classroom scheduling.

• Oversee the recruitment, hiring and selection of personnel and act as a liaison with various university offices.

• Oversee and/or have operational responsibilities for the University Summer Session.

• Develop, implement and enforce departmental policies and ensure departmental compliance with University policies and procedures.

• 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 five (5) years experience; -OR- Associate's degree with seven (7) years experience; -OR- nine (9) years experience. Degree and experience must be in a related field and area. Experience may also require at least three (3) years supervision.

Last updated: January 2007