Title: Associate To

Pay Scale Group: 17-1

**Essential Function**

Under general supervision for a designated administrator, perform responsible administrative staff functions for a designated University official.

**Characteristic Duties**

Perform responsible administrative staff functions for a designated university official, frequently of a confidential nature, concerning administrative activities of substantial complexity.

Recommend the development of operating policies and procedures, advise and assist administrator in policy and strategy formulation.

Prepare responses to inquiries.

Identify and review problem areas such as staffing levels, operating procedures, budgetary support, etc.

Review and evaluate proposals concerning operational activities of designated units.

Maintain liaison with designated unit directors and administrators, as well as external offices and agencies to insure conformity to external policies and procedures.

Prepare memos, speeches, and position statements, as required.

Represent designated administrator, as needed, with moderate authority to make commitments on administrative policies and procedures.

Assist in the development of budget request and narrative, as required.

Interview and recommend the employment of support staff.

May 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 and three (3) years’ experience; -OR- Associate's degree and five (5) years’ experience; -OR- seven (7) years’ experience. Degree and experience must be in a related field. Some positions may require experience in university administration. Experience may also require at least one (1) year supervision.