Title: Division Associate

Essential Function

Under general supervision from a designated administrator, assist in the planning and supervision of administrative and personnel activities of an operating unit of considerable size and complexity.

Characteristic Duties

- Assist in the planning and supervision of administrative and personnel activities for an operating unit of considerable size and complexity.
- Coordinate personnel functions and act as liaison to Human Resources for an operating unit(s).
- Assist in solving operational problems, employee complaints and/or grievances.
- Initiate and develop administrative policies and procedures.
- Prepare administrative and financial reports requiring policy interpretation and statistical analyses.
- May participate in the preparation of contract budgets, grant applications, proposals, status reports and financial statements.
- Review and approve expenditures on materials, equipment, support staff and travel.
- Plan and assign work activities to 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 with three (3) years experience; -OR- Associate’s degree with five (5) years experience; - OR - seven (7) years experience. Experience must be in a high-level support role or business administration. Experience must include at least one (1) year supervision.

Last updated: June 2004

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