**Title:** Assistant Vice President

**Pay Scale Group:** 23

**Essential Function**

Under general supervision from a designated administrator, direct and administer the overall planning, coordination and operations of one or more major departments/divisions of the University.

**Characteristic Duties**

- Direct and administer the overall planning, coordination and operation of one or more major departments/divisions of the University.
- Oversee policy and procedure development, implementation and review.
- Oversee and have accountability for all budgetary and financial activities and processes.
- Direct and review all programs and services and oversee their continuous improvement and upgrade.
- Provide consultation, information and training to University departments.
- Analyze the effectiveness and efficiency of operations and costs.
- Represent the department(s) to the University community and serve on internal and external committees.
- 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 seven (7) years experience; -OR- Associate's degree with nine (9) years experience; -OR- eleven (11) years experience.* Experience must be in field of expertise (departments will identify the area of expertise) and include at least three (3) years supervision.

*Some positions may require a Master's degree.

**Last updated: May 2007**