



Job Title	Assistant Director, Academic Program	Job Code	AA0429
Pay Plan	A&P	Pay Grade	18
Union	Non-Union	FLSA Status	Exempt
Job Family	Academic and Program Management	Union Code	0
		Subfamily	Academic Services

Job Family & Subfamily Summary

Academic and Program Management Professionals develop, administer, or support programs that enhance the learning environment for students or faculty development.

Academic Services Professionals provide services and support for operations of academic programs.

Job Summary

Assists the Director in developing, guiding and ensuring the completion of tasks, projects and administrative mandates required to achieve the department's and university's goals and objectives. Prepares and manages the department's budget and all other fiscal objectives. Cultivates and maintains a broad and varied reciprocal relationship with key stake holders throughout the university. Ensures policies are implemented.

Representative Duties

1.
 - Assists in the preparation and management of budget and financial activities and reports
 - Serves as additional but constant support for the department's grant related activities
 - Assists with curriculum and program review, development, and management
 - Coordinates workshops, events, and communication plans
2.
 - Assists in the coordination of human resources from search to hire
 - Works closely with faculty to generate unit assignments faculty service
 - Oversees processing of timesheets and faculty and staff employment contracts
3.
 - Oversees daily operations and staff
 - Oversees the implementation of school/college and university policies and ensures compliance
 - Plans, directs, evaluates and reports operations and data
 - Develops measures to streamline various processes
 - Directs the assigned area of responsibility to ensure that established goals and objectives are communicated and attained

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
4+ years of relevant work experience 1+ years of leadership experience		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.