



<b>Job Title</b>	Director, Administrative Services COM	<b>Job Code</b>	AS0120
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	22
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt
<b>Job Family</b>	Administrative Management and Services	<b>Union Code</b>	0
		<b>Subfamily</b>	Administrative Generalist

**Job Family & Subfamily Summary**

**Administrative Management and Services Professionals** provide administrative support and assistance to one or many departments, administrative areas or executives.

**Administrative Generalist Professionals** coordinate general administrative functions for a wide variety of academic or administrative units including organizing and maintaining information, project assistance, analyzing data including budgetary expenditures, and human resources functions.

**Job Summary**

Directs, facilitates and executes communications, administrative tasks, and special projects. Communicates the voice of the VP/Dean with college and university leadership, students, faculty, and staff, global, national, and local partners and serves as a representative/ambassador in a variety of educational, business, political, and community arenas. Recognized as a voting member of the Enterprise.

**Representative Duties**

**1. Administrative Liaison**

- Facilitates communication with other members of the college and university leadership
- Manages meetings of college leadership and faculty leadership
- Directs the initiation plan and execution of special projects led by the VP/Dean
- Serves as Chair for the Events and Engagements committee
- Directs the scheduled initiation of annual COM events
- Partners on projects requiring special guests to COM or special events in which the VP/Dean will participate
- Plans meetings and events including talking points, requested space, technology, special request, budgeting and billing

**2. Records Management**

- Directs the processing of medical licensing and other required professional credits
- Directs the organization and storage of hard copy and electronic files
- Directs the process for annual evaluations of those who report to the VP/Dean

**3. Administrative Management**

- Oversees the Dean’s Excellence account with guidance from the VP/Dean
- Projects and monitors the annual office operating account, payroll account, and continuing education account
- Works in cooperation with COM HR to provide information needed for letters and projects
- Acts as search manager for executive level searches and for staff searches for leadership
- Manages communications with committee members, search firms, support members, and vendors
- Maintains documents and minutes, prepares agendas, action items, and ensures the appropriate follow-up actions are taken

## Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
<b>Work Experience</b>		
8+ years of relevant work experience 3+ years of leadership experience		
<b>Additional Requirements</b>		

## Physical/Environmental Demands

Standard office environment with no unique physical demands

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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.