

## **Assistant Director**

### Summary of Role

- Responsible for directing a specific area or function within a department or for overseeing a department/program
- Typically reports to an Director, Executive Director, Vice Chancellor, or similar level administrator

### Scope

- Directs the day-to-day operations and objectives for a specific area
- May direct and coordinate the activities of other employees, both exempt and nonexempt; ensuring high levels of performance, achievement of goals and quality of results
- May be accountable for monitoring budgets and identifying opportunities for increasing revenue and containing costs and ensuring compliance with policies
- Ensures effective and efficient workflow and adherence to quality standards for staff, program and self
- Ensures a quality staff are hired, retained and properly motivated and rewarded
- May contribute ideas and viewpoints to department leadership on operational plans for the department/program

### Education/Experience

- Bachelor's Degree
- Typically 4-6 years general business experience, including 1 years in management and 3 years in University/function