

Associate Director

Summary of Role

- Accountable for managing strategic plans for the area/function, actively managing the operations of an area/function under the broad direction of the Director, and for contributing to the overall planning for the department
- Typically reports to a Director, Executive Director, Vice Chancellor, or similar level administrator

Scope

- Manages the day-to-day operations of the department, or co-manages with the Director
- Manages and coordinates the activities of other employees, both exempt and nonexempt; ensures high levels of performance, achievement of goals and quality of results
- Contributes to the development of budgets and operational forecasts; accountable for monitoring budgets and identifies opportunities for increasing revenue and containing costs and ensuring compliance with policies
- Makes complex, independent decisions to ensure departmental objectives are met

Education/Experience

- Bachelor's Degree
- Typically 5-7 years general business experience, including 3 years in management and 3 years in University/function