**Associate Director, Center Standard Job Description**

**Classification Title:** Associate Director, Center

**FLSA Exemption Status:**Exempt

**Pay Grade:** 14

**Job Description Summary:**

The Center Associate Director, under general direction, assists in overseeing the coordination and administration of an ongoing program, including planning, organizing, staffing, and training. Organizes conferences, professional speaker series events, and other Center sponsored programs.

**Essential Duties and Responsibilities:**

**40% Program Design and Coordination**

* Assists in designing, planning, coordinating, promoting, and administering Center projects and programs, including conferences, professional speaker series events, and other Center-sponsored programs.
* Coordinates program activities and ensures successful execution of program initiatives.
* Monitors and evaluates the progress of ongoing programs to ensure alignment with goals.
* Assists in preparing program performance reports and tracking progress for adjustments as needed.

**20% Budget and Financial Oversight**

* Maintains and reviews budget transactions related to program administration.
* Collects and analyzes data for reporting, tracking progress, and making adjustments to programs.
* Prepares budgetary reports and makes recommendations based on financial analyses.

**10% Personnel and Employee Management**

* Addresses personnel matters, including staffing decisions, employee concerns, and employee development.
* Coordinates with staff to resolve issues and promote professional growth.
* Assists with training and development opportunities for staff to enhance their performance.

**5% Program Policy and Administration**

* Assists in establishing and implementing the Center’s policies and procedures.
* Prepares administrative reports and assists with the creation of publications related to the Center’s activities.

**5% Journal Management and Publication Coordination**

* Assists with management of journals by monitoring submissions and progress.
* Ensures that publication deadlines are met and corresponding with authors, reviewers, and publishers as needed.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree in Business Administration or applicable field, or equivalent combination of education and experience.

**Required Experience:**

* Eight years of related experience in developing, conducting, and managing educational programs in the field of adult education, leadership training, business, and/or economic development, including related supervisory experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing, spreadsheet, and presentation applications.
* Effective verbal and written communication skills.
* Ability to interact effectively and professionally with constituents and the general public.
* Ability to plan, organize, and prioritize work.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements
* Travel required.
* Work beyond normal office hours and/or work on weekends.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**Yes**

**No**

**Does this classification have the ability to work from an alternative work location?**

**Yes**

**No** 