**Associate Director, Hagler Institute for Advanced Study Standard Job Description**

**Classification Title:** Associate Director, Hagler Institute for Advanced Study

**FLSA Exemption Status:**Exempt

**Pay Grade:** 21

**Job Description Summary:**

The Associate Director of Hagler Institute for Advanced Studies, under general direction, assists Director in administration of the Institute with a focus on development activities.

**Essential Duties/Tasks:**

**40% Administration and Development Activities**

* Assists with the overall administration of the Institute and development of activities.
* Organizes annual reports with a focus on Faculty Fellows and faculty/student collaborators.
* Coordinates and attends meetings with potential donors.
* Works on press releases and other public recognitions, which highlight the work of the institute.
* Assists in obtaining an endowment with ideas and expanding the Institute's contact with relevant donor prospects.

**20% Event Planning and Execution**

* Leads the planning and execution of large public events such as galas and special lectures.
* Assists in leading the planning and execution of annual public events, including the Institute's Gala and special lectures.

**10% Website and Communication Updates**

* Updates the Institute's website with relevant information.
* Prepares updates for the Council of Principal Investigators and other stakeholders.

**10% Financial and Reporting Oversight**

* Analyzes and approves monthly financial reports for the Institute.
* Coordinates the efficient and timely production of the Institute's annual report and other key publications.

**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:**

* Doctoral degree in applicable field or equivalent combination of education and experience.

**Required Experience:**

* Eight years of related experience as a tenured professor.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing and spreadsheet applications.
* Knowledge of organizational leadership and budgeting.
* Strong verbal and written communication skills.

**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

**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**

[x]  **No**

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

[ ]  **Yes**

[x]  **No**