**Associate Director, Institute Standard Job Description**

**Classification Title:** Associate Director, Institute

**FLSA Exemption Status:**Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Associate Institute Director, under general direction, assists the Institute Director with operations and administration, and maintains responsibility for assigned major functional units. Represents the Institute Director in their absence and makes key administrative decisions.

**Essential Duties/Tasks:**

**40% Leadership and Strategic Planning**

* Assists in developing and implementing overall strategic plans for departments.
* Leads strategic planning for assigned areas.
* Establishes performance goals and metrics to evaluate the success of areas of responsibility.
* Oversees coordination of programs and ensures that program goals are consistent with Institute and System missions.
* Facilitates relationships with internal and external clients, customers, and other interest groups.

**20% Budget and Financial Management**

* Assists with preparation of budgets for assigned areas.
* Leads annual budgeting and expense control for assigned areas.
* Develops reports, analyses, and surveys for the Director.

**10% Policy and Program Oversight**

* Assists in formulating and implementing policies and procedures.
* Oversees State and Federal reporting for assigned program area.

**10% Reporting and Analysis**

* Develops reports, analyses, and surveys for the Director.

**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 related field or equivalent combination of education and experience.

**Required Experience:**

* Eight years of related experience in management.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing, spreadsheet, and database applications.
* Knowledge of management development programs and implementation, budget oversight, and strategic planning.
* Excellent verbal and written communication skills.
* Effective analytical, interpersonal, and organizational 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
* Work beyond normal office hours and/or on weekends. Travel required.

**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**