**Director, Center Standard Job Description**

**Classification Title:** Director, Center

**FLSA Exemption Status:**Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Center Director, under general direction, directs the operations and administration, and maintains responsibility for assigned major functional units. Represents the Center and makes key administrative decisions.

**Essential Duties/Tasks:**

**40% Leadership and Program Development**

* Develops and improves academic, research, outreach, and service programs for the Center.
* Provides intellectual and philosophical leadership for faculty, staff, and students in the Center’s academic, research, extension, and service activities.
* Participates in strategic planning for the development of the Center’s programs and initiatives.
* Fosters a collaborative environment to promote synergy across faculty, staff, and students.

**20% Human and Fiscal Resource Management**

* Manages and coordinates the Center’s human resources to ensure optimal staffing and program effectiveness.
* Coordinates the fiscal resources of the Center, ensuring compliance with budgetary and financial policies.
* Evaluates process compliance and internal controls to maintain operational efficiency.
* Ensures the Center’s activities align with University, State, and Federal regulations.

**10% External Relations and Partnerships**

* Serves as the primary liaison for the Center to key external partners, including government agencies, private organizations, and industry groups.
* Develops and maintains strong working relationships with Federal and State agencies, private organizations, partners, and collaborators.
* Represents the Center to external stakeholders to promote its mission and secure ongoing support.

**10% Resource Acquisition and Fundraising**

* Provides leadership for the continued acquisition of internal and external resources to support the Center’s mission.
* Develops and seeks funding opportunities to promote and sustain the Center’s programs and services.

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

**Required Experience:**

* Ten years of related experience.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.

**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**

**No**

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

**Yes**

**No** 