**Senior Associate Director Standard Job Description**

**Classification Title:** Senior Associate Director

**FLSA Exemption Status:**Exempt

**Pay Grade:** 15

**Job Description Summary:**

The Senior Associate Director, under general direction, manages overall operations of assigned area. Directs the department in absence of the Director. Guides business development, monitors financial performance, and ensures that business processes comply with federal, state, and local regulations and requirements.

**Essential Duties and Responsibilities:**

**30% Leadership and Strategic Planning**

* Leads the development and implementation of short- and long-term strategic plans.
* Coordinates departmental operations and ensures plan execution aligns with objectives.
* Oversees the planning and execution of projects to ensure successful outcomes.
* Monitors performance to ensure objectives are being met efficiently.

**20% Staff Supervision and Development**

* Supervises assigned staff and provides guidance to ensure alignment with organizational goals.
* Assists in staff development, offering training opportunities and professional growth.
* Evaluates staff performance and provides feedback to ensure optimal team performance.

**10% Budget and Financial Oversight**

* Assists the Director in the development of departmental budgets.
* Monitors expenditures to ensure alignment with the allocated budget.
* Reviews financial reports to identify areas for cost-saving opportunities and ensure fiscal responsibility.

**10% Policy Implementation and Oversight**

* Implements and monitors department policies to ensure compliance and operational efficiency.
* Reviews and revises policies to maintain relevance with current objectives and best practices.

**5% Marketing and External Relations**

* Develops and oversees marketing strategies for department service-based projects.
* Collaborates with external stakeholders to increase visibility and support for departmental initiatives.

**5% Project Management**

* Serves as the project manager for departmental initiatives.
* Coordinates resources, schedules, and tasks to ensure timely project delivery.

**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 or any equivalent combination of training and experience.

**Required Experience:**

* Nine years of related 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 database applications.
* Oral and written communication skills.
* Demonstrated leadership 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**

**No**

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

**Yes**

**No** 