**Assistant Director, Center Standard Job Description**

**Classification Title:** Assistant Director, Center

**FLSA Exemption Status:**Exempt

**Pay Grade:** 13

**Job Description Summary:**

The Assistant Director, Center, 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/Tasks:**

**40% Program Coordination and Administration**

* Assists in designing, planning, coordinating, promoting, and administering Center projects and programs, including conferences, professional speaker series events, and other Center-sponsored programs.
* Assists in coordinating program evaluation procedures and prepares annual program performance reports.

Assists in establishing and implementing the Center’s policies.

* Prepares publications and administrative reports.

**20% Budget and Program Tracking**

* Maintains and reviews budget transactions related to program administration.
* Collects data and analyzes for reporting, tracking progress, and making adjustments for programs.
* Maintains program activity records and provides monthly progress reports.

**10% Personnel and Staff Development**

* Addresses personnel matters to include staffing decisions, employee concerns, and employee development.

**10% Journal Management and Publication**

* Assists with management of journals by monitoring submissions and progress of the journal, ensuring 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:**

* Six 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 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

**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** 