**Assistant Director, Institute Standard Job Description**

**Classification Title:** Assistant Director, Institute

**FLSA Exemption Status:**Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Assistant Director, Institute, under general direction, interprets and evaluates information to modify work processes. Most decisions and actions impact the operations and work performed by multiple departments.

**Essential Duties and Responsibilities:**

**40% Budget and Financial Management**

* Prepares budgets and annual reports.
* Oversees payroll, purchasing, and travel.

**20% Administrative Oversight**

* Assigns and monitors the workflow of accounting and administrative staff that supports the operations of the Institute.
* Assists with projects, presentations, and other duties as assigned.

**10% Standard Operating Procedures and Compliance**

* Creates and maintains fluid standard operating procedures for administrative duties to comply with Federal, State, University, and sponsor policies/procedures related to research administration.

**10% Lab and Space Management**

* Manages lab, field, and space issues for the Institute.

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

**Required Experience:**

* Six years of related experience.

**Required Licenses and Certifications:**

* Certified Research Administrator license.

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

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing and spreadsheet applications.
* 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**