JOB SUMMARY:

Responsible for coordinating all operational activities (including budget and staff) associated with a specific program or function within the assigned department. Supervises several university employees as direct reports.

TYPICAL DUTIES AND RESPONSIBILITIES:

Primary duties and responsibilities will vary with the specific position. Typical duties and responsibilities are listed below. This list is not inclusive.

- Coordinate operational activities for the area.
- Determine work procedures and expedite work flow
- Issue instructions to staff
- Troubleshoot and resolve problems
- Arrange schedules and set priorities for staff.
- Communicate processes and procedures to internal and external constituents.
- Train and coach staff on processes and procedures.
- Assist in the overall direction of the department; may serve as member of various committees.

GENERAL SUPERVISION EXERCISED/RECEIVED:

Received: General instruction and periodic review from administrative supervisor.
Given: Supervision of support staff on an ongoing basis.

RECOMMENDED MINIMUM EDUCATION AND EXPERIENCE:

Minimum Education and Experience: Determined by position.
Recommended Preferred Education and Experience: Bachelor's degree in relevant field and three years of administrative experience, or an Associate’s degree and five years of responsible administrative experience, or a high school diploma (or GED) and 10 years of related experience.