

WSU ASSOCIATE DIRECTOR LEVEL JOB SPECIFICATION

JOB SUMMARY:

Responsible for major aspects within the assigned major department, a particular program or project or a major administrative segment. The Associate Director provides leadership and manages operations/programs within the unit head's scope of responsibility. **The Associate Director usually assumes full responsibility in the absence of the unit head.**

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.

- Serve as part of the department's leadership team; lead strategic planning for area(s) supervised and assist Director in developing and implementing overall departmental strategic plan.
- Responsible for annual budget preparation and expense control for area(s) of responsibility and provide input into overall department budget.
- Establish performance goals and measures to evaluate the success of area(s) of responsibility.
- Assist Director in formulating and implementing policies and procedures.
- Supervise and direct staff and activities of project teams or functional area(s).
- Oversee the coordination of programs, ensuring program goals are consistent with departmental and university mission.
- Serve on various university, division, and departmental committees and may represent department at various state and national associations;
- Assure compliance with all unit, department, university and government standards, policies and procedures.
- Develop reports, analyses and surveys for Director.
- Completes special projects as requested by Director.

GENERAL SUPERVISION EXERCISED/RECEIVED:

Received: General instruction and periodic review from administrative supervisor.

Given: General instruction and regular review to classified and non-classified staff and student workers.

RECOMMENDED MINIMUM EDUCATION AND EXPERIENCE:

Minimum Education and experience: Determined by position.

Recommended Preferred Education and Experience: Master's Degree and five years of experience or a Bachelor's degree and seven or more years responsible management experience, preferably in higher education, including some supervisory experience.