

## ***WSU ASSISTANT DIRECTOR LEVEL JOB SPECIFICATION***

### **JOB SUMMARY:**

Responsible for functions within the assigned department, a particular program or project or an administrative segment. The Assistant Director provides leadership such as planning, developing, implementing and managing operations and programs within the Director's scope of responsibility.

### **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 on management team with Director; participate in developing departmental strategic plan based on unit goals.
- Plans budgets for unit(s) under their supervision and assist Director in planning and budgeting for department.
- Participate in planning, directing and coordinating of operational or procedural matters to meet department goals and objectives.
- Develop, implement, coordinate and evaluate programs.
- Monitor compliance with all unit, department, university and government standards, policies and procedures.
- Develop reports, analyses and surveys as requested by Director.
- May represent the department, division or university on various committees.
- Handle special projects as assigned by the Director.
- Provide supervision and guidance to a team or departmental sub-unit(s).

### **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.

**General Preferred experience:** Bachelor's Degree and five or more years of management experience, preferably in higher education, including some supervisory experience