

	Prior 7/1/2004	After 7/1/2004
Class Code:	Varies	9293
Title:	Assistant Director	Assistant Director
Pay Grade:	N/A	N/A
Pay Band:	N/A	Administrative/Managerial
FLSA:	N/A	Exempt

UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

Title: Assistant Director

Work Statement:

This is work managing or assisting in the management of an institute/center, department, division, or program to perform academic support, student services, and other professional activities. Responsible to a Director, Associate Director, or an appropriate Administrator.

This position involves knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership techniques, production methods, and coordination of people and resources.

Example description of duties (not all inclusive):

Interprets plans and executes work within general guidelines to achieve departmental objectives.

Makes decisions that affect schools, colleges, or major departments.

Acts as resource to help resolve complex issues and generally works with other areas, departments, or work units to achieve objectives.

Performs assignments independently and work is evaluated on results achieved.

Recommends employment and termination decisions (e.g., hiring, promotions, pay increases, termination, performance reviews).

Applies or imparts experience and the advanced concepts, practices, and procedures of specialty field to achieve objectives.

Manages routine operations for a unit, department, or program(s).

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

Minimum Qualification Requirements:

Master's degree in an appropriate area of specialization and two years of appropriate experience: or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.