

Class Code:	Prior 7/1/2004 Varies	After 7/1/2004 9250
Title:	Associate Director	Associate Director
Pay Grade:	N/A	N/A
Pay Band:	N/A	Administrative/Managerial
FLSA:	N/A	Exempt

UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

Title: Associate Director

Job Summary:

This is work assisting in the administration, direction and/or supervision of an institute/center, department, division, or program to perform academic/administrative support, student services, and other professional activities. Reports to a Director or an appropriate Administrator.

Example description of duties (not all inclusive):

Assists in directing, planning, and implementing policies and objectives of an organization or business.

Responsible for the overall direction and management of a specific functional area, as required.

Interprets and applies university policies, manages resources, and initiates actions to achieve objectives.

Provides input into strategic decisions that affect planning, policies, practices, and operations for a department, function, and/or school/college.

Manages a department, unit, or major project(s).

Provides input into the budget planning process and is responsible for controlling and recommending budget expenditures within their area.

Oversees, interprets, organizes, and executes assignments.

Functions for Director in his/her absence, and may represent the Director on committees and meetings.

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

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 four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.