

HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Assistant Director	SALARY GRADE:	HU-14
DATE REVISED:	December 1, 2014	EEO CODE:	01
JOB CODE:	2105	FLSA STATUS:	Exempt
BARGAINING UNIT:	N/A		

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION: Assists with the daily operations of a department or work unit. May also be responsible for a major project or program within a department. Typically reports to the department director.

SUPERVISORY ACCOUNTABILITY: Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance.

NATURE AND SCOPE: Internal contacts include a variety of university officials, academic Deans and Directors. External contacts include procurement vendors and various contacts from educational organizations.

PRINCIPAL ACCOUNTABILITIES: Assist department director in the management of a department or work unit.

Develop, administer and evaluate major programs or projects.

Responsible for interacting and developing partnerships with other departments and work units in order to attain department goals and objectives.

Conduct research as appropriate to projects or initiatives within the work unit.

Serve as a member of the department's management team by participating in strategic planning, staffing decisions and other key areas.

May be assigned budgetary responsibilities.

Responsible for supervision of professional and support staff.

Serve as back-up in the absence of department director or other supervisory personnel.

Provide guidance and consistency in policy and procedure decisions within work unit.

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Serve as a liaison to community organizations and customers to meet departmental goals and program requirements.

Represent the department or work unit on various committees, work groups and employee forums.

May have training responsibilities related to the department, employees or outside customers.

Perform other duties as assigned.

CORE COMPETENCIES: Effective leadership and management skills.
Experience managing a large complicated budget.
Skill in program development and execution.
Excellent communication and presentation skills.
Documented success as an innovator and creative problem solver.
Competence in oral and written English.
Ability to establish and maintain effective and harmonious work relationships with staff, faculty, students, university officials and the general public.

MINIMUM REQUIREMENTS: Bachelor's degree and minimum of 7-10 years of relevant experience. 14 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____
Department Manager/Supervisor

CERTIFIED BY: _____ **DATE:** _____
Department of Compensation & Performance Management