

**HOWARD UNIVERSITY
Position Description**

POSITION TITLE:	Assistant Manager	SALARY GRADE:	HU-12
DATE REVISED:	December 1, 2014	EEO CODE:	02
JOB CODE:	2113	FLSA STATUS:	Exempt
BARGAINING UNIT:	N/A		

needed).

Performs other related duties as assigned.

CORE COMPETENCIES: Knowledge of word processing, spreadsheets, database programs, and presentation software as well as internet searches.

Ability to develop action plans in resolving and implementing organizational and operational problem goals.

Ability to plan and prioritize activities in an office setting.

Ability to work in small, lively office environment and meaningfully contribute to team projects.

Competence in both oral and written English to communicate in a clear and concise manner.

Ability to establish and maintain effective and harmonious work relations with faculty, staff, students and the community.

MINIMUM REQUIREMENTS: Bachelor's Degree in Business Administration or closely related field and 3-6 years relevant work experience. 11 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