

Family: Academic Services

Position Profile Title: Administrator 2-Rank Assoc Dir

Salary Grade	Minimum	Maximum
99	\$1	\$1,000,000

PROFILE SUMMARY:

Positions in this job profile perform supervisory and managerial work within a subset of a college academic program as a ranked administrator, Associate Director. Duties performed include developing, implementing, and evaluating short and long-range goals and objectives. Employees develop, implement and enforce plans, policies, procedures, systems, programs and performance standards. They participate in strategic planning efforts as part of the management team. They are responsible for managing staff, equipment and facilities. They determine resource needs and priorities and make recommendations to executive management. They determine training needs and make appropriate arrangements for provision of training.

DISCLAIMER:

The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.