

Sam Houston State University Human Resources

Staff Classification Description – Assistant Director I

Skill Category: Professional
Position (Employee) Class: 3N120 (E1)
Grade: 15
Date: 11/2014

Department: Various

Educational & Experience Requirement: Bachelor's degree in related field. Two or three years of experience in a related field. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Assists the director of a department with various initiatives and objectives. Performs moderately complex managerial work providing direction and guidance in operations and planning in the department, college, or division.

Supervision Given & Received: Works under general direction and supervises employees.

Primary Responsibilities: Works with the Director to program activities of staff in a business function, division, or department. Assists with establishing goals and objectives. Develops and approves schedules, priorities, and standards for achieving goals. Plans, implements, coordinates, monitors, and evaluates policies and procedures and monitors compliance with policies and procedures. Develops schedules, priorities and standards for achieving goals. Identifies areas of needed change and makes recommendations to improve operations. Coordinates and evaluates business function, division, or department activities. Monitors budget expenditures. Manages, arranges and implements events. Plans, assigns, and supervises the work of others. Oversees the preparation of management and productivity reports and studies. Trains faculty and staff. Participates in strategic planning. Performs other duties as assigned.

Other Specifications: Knowledge of local, state, and federal laws. Ability to manage business functions. Communicates with other university departments, personnel, and other agencies. This position may be designated as a Campus Security Authority (CSA).

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.