

Standard Title: **ASSISTANT DIRECTOR**

**Principal Administrative Position Exemption**

- ***General Function Statement***

Under administrative supervision, provides support to a director or other executive, serving as a staff advisor and performing professional support tasks.

- ***Organization Relationship***

Director/Unit Head or Other Executive/Administrator  
(Associate Director)  
**Assistant Director**  
Professional Staff (Coordinators/Specialists/Managers/Analysts)  
Technical, Clerical Support Staff

- ***Typical Responsibilities***

1. Assist in the development and implementation of programs, policies and objectives related to the unit, and assist the director with overall management.
2. Participate in the development of programs, departmental objectives and long-range planning.
3. May be responsible for direct supervision of specific operational areas or functions within the unit.
4. Provide overall leadership on special projects for the director.
5. Serve as an expert in a specific area, providing reports, analyses, information, and recommendations to the director. Provides advice and expertise to campus and university units, interpreting policies of the unit.
6. May be responsible for overall leadership and coordination for program development, or administrative and financial operations of the unit.
7. Act as liaison to campus and university units and assist with evaluation of policies and compliance with them.