Director, Associate-Ctr for Public Policy/Political Studies

FLSA Status: Exempt
Pay Grade: 17
Job Title ID: 10155
Job Series/Job Family: President's Series / Government & Community Relations Family

Reports To

Director, Center for Public Policy and Political Studies

Job Purpose

To assist with the development, implementation and maintenance of the daily operations of the Center for Public Policy and Political Studies (CPPPS) and to coordinate, at the direction of the Center for Public Policy and Political Studies Director, with faculty, students, administration, and community members to carry out the programs of the Center.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Provides technical advice, problem-solving assistance, answers to questions regarding program goals, and policy interpretation.
2. Assists with the management, design, development and coordination of projects.
3. Participates in committees and task forces designed to improve the quality of service to students.
4. Participates in training programs and professional development workshops and conferences.
5. May oversee the work of work study or hourly employees.
6. Assists with conducting surveys/studies relevant to organizational management.
7. Assist the Director in preparing and monitoring departmental events.
8. Prepares or coordinates preparation of financial and administrative reports; analyzes and interprets statistics, financial data, and management planning data for predicting resource needs and developing long range plans.
9. Assists with the development of long- and short-range goals.
10. Acts as liaison with the community, students, faculty, and staff in facilitating Center programs.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Budget management methods and techniques.
- Program development and execution.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Problem solving and decision-making.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Maintaining confidentiality of work related information and materials.

- Planning, analyzing and coordinating activities and establishing priorities.
- Verbal and written communications.
- Establishing and maintaining effective working relationships
- Working with people from a variety of culturally diverse backgrounds.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in an office environment

Work Experience

Required

- Three years of program coordination or management.

Education

Required

- Bachelor's degree.

Preferred

- Master's degree.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.