

<b>Job Title</b>	Assistant Manager
<b>Job Code</b>	
<b>Exempt Status</b>	Exempt
<b>Position Status</b>	
<b>EEO Classification</b>	

### **Job Summary**

The Assistant Manager, under direction, performs managerial work administering the daily operations and activities of a business function, division, or department.

### **Essential Duties and Responsibilities**

- Manages activities of staff in a business function, division, or department. Establishes goals and objectives.
- Monitors unit's budget and assists in the preparation of the annual budget and long range planning activities.
- Develops schedules, priorities, and standards for achieving goals. Coordinates and evaluates business function, division, or departmental activities.
- Plans, assigns and supervises the work of others. Represents the department on committees and at meetings around the campuses.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

### **Additional Responsibilities**

### **Minimum Requirements**

*Education* – Bachelor's degree in applicable field or equivalent combination of education and experience.

*Experience* – Four years of related experience in administration.

*Knowledge of* – Computers and related software.

*Ability to* – Ability to multitask and work cooperatively with others. Strong verbal and written communication skills. Strong interpersonal and organizational skills.

*Licensing / Professional Certification* – None

*Physical Requirements* – None.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Supervision of Others**

This position generally supervises employees.

**Other Requirements**