**JOB SUMMARY**

Manages the daily operation of a major institutional unit or major academic unit. Manages the coordination; direction; and policy development in the areas of finance; facility operations; human resources; and support services. Oversees and administers strategies and initiatives designed to develop; enhance; and support the various day-to-day activities of an administrative or academic unit. Exercises broad administrative responsibility. Manages fiscal and budgetary activities. Manages; develops; and administers operating procedures and processes; and oversees human resources management for the