JOB SUMMARY

Under administrative direction; coordinates an academic function or service for a department which is directly related to the academic mission of the university. Responsible for ensuring that the established goals and objectives for the academic function or service are met. Has broad decision making authority; uses independent judgement; and originates new concepts or approaches; policies and procedures; and directs their implementation. Requires extensive knowledge of the function or service in order to perform complex duties in support of the academic function. This position may generally re