

Job Level	Assistant Director of Everitt Real Estate Center	Proj/Prog Management Level I
Oversight Received	<ul style="list-style-type: none"> * Everitt Real Estate Center strategic planning: Strategic communications to promote the Center's mission; * Present periodic reports on Center activities, accomplishments, and future plans for internal College use, the Everitt Real Estate Center, external constituents, College of Business colleagues, industry partners, and students 	<ul style="list-style-type: none"> • Works with close oversight of project/program accomplishments
Problem Solving	<ul style="list-style-type: none"> * Manage events with EREC, have independent judgment in management of these events; will use discretion for administrative tasks in relation to the Center; and assist with real estate programs, classes, workshops, and certificates. * Oversight of the Center's budget and operations, special projects, sponsorships, memberships, and staffing decisions: Final approval of pricing, event day details, catering, and award ceremonies; Event pricing and cost considerations; Final approval of office administration decisions * Market Forecast research, planning, and event management * Decisions on event format, deliverables, industry panel members, and all event details * Regular proposals to DORA for Continuing Education Credit at events 	<ul style="list-style-type: none"> • May provide recommendation on analysis, project identification, design, communication, and integration for program • Identifies and escalates potential project/program hurdles and pitfalls
Interaction/ Communication	<ul style="list-style-type: none"> * Serve as the key liaison with other departments and colleges * Develop internal and external integrated communication strategies that effectively promote the Everitt Real Estate Center, its name, brand, mission, programs and events * Create content for various mediums such as newsletters, direct marketing, websites, emails, fliers, business letters, reports and presentations, among others; write, edit and format content accordingly for print and electronic mediums 	<ul style="list-style-type: none"> • Single point of contact for programs, initiatives, or projects
University Impact	<ul style="list-style-type: none"> * The Assistant Director will represent EREC at industry events. * Serve as EREC liaison with external constituents * Work with donors on scholarship creation * Work to advertise and promote scholarship opportunities to students 	<ul style="list-style-type: none"> • Impact of projects/programs is short term (within current year) duration • Program participation tends to be elective • Projects/programs may be subsets of larger institutional initiatives
Financial/ Budget Responsibility	<ul style="list-style-type: none"> * Final budget decisions (reporting to Chair, Department of Finance and Real Estate); Implementation of fundraising and other development goals through the Center: * Budget and expense management, controls a budget of \$240,000; Coordinate and prepare annual operating budget/projections * Revenue stream planning * Monthly accounting, reporting, and fund management 	<ul style="list-style-type: none"> • Recommends and administers program budget • Program budget is small
People Management	<ul style="list-style-type: none"> * Supervision of 1 full-time Administrative Professional FTE 	<ul style="list-style-type: none"> • May have responsibility for up to two support staff FTEs