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| Job Title | Program Director I, II | Job Code | AS0318, AS0319 |
| Pay Plan | A&P | Pay Grade | 20, 22 |
| Union | Non-Union | FLSA Status | Exempt |
| Job Family | Administrative Management and Services | Union Code | 0 |
| | | Subfamily | Program Management |

Job Family & Subfamily Summary

Administrative Management and Services Professionals provide administrative support and assistance to one or many departments, administrative areas or executives.

Program Management Professionals perform duties related to specialized programs not directly associated with a specific academic program.

Job Summary

Directs the implementation, growth, and expansion of wide-scale educational and professional programs, services and partnerships.

Representative Duties

1. Strategic Mission and Partnerships

- Initiates and sets goals according to the strategic mission of the organization
- Manages tactical partnerships and business development
- Serves on committees of community partners and conducts outreach and engagement activities
- Interacts with government agencies, elected and appointed officials, professional associations and non-profit agencies to promote the program initiative(s)

2. Program Operations

- Manages and directs staff as it relates to the mission and vision of the program
- Directs and coordinates meetings, events, and workshops to include planning, budgeting, marketing, and facilitation
- Generates revenue to carry out the functions of the program to include grant writing, and strategic planning
- Directs and manages activities to support program initiatives
- Conducts financial analyses, forecasts, and serves as budgetary and fiscal agent

3. Monitoring

- Presents program analytical data to stakeholders and organizational leadership
- Oversees program compliance with all regulatory requirements

Education, Experience, Skill Requirements

| | Required | Preferred |
|--------------------------------------|------------|-----------|
| Education Level | Bachelor's | Master's |
| Certification(s) | | |
| Licensure(s) | | |
| Work Experience | | |
| 8+ years of relevant work experience | | |
| Additional Requirements | | |
| | | |

Physical/Environmental Demands

Standard office environment with no unique physical demands

Level Addendum

Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.

Level I

- Leads a university-wide or large unit program that has multiple stakeholders throughout the campus
- Establishes/executes program initiatives and/or strategies that have short to mid-term (1-3 years) impact
- May lead teams of directors/senior managers, and managers

Level II

- Directs a large university-wide program or a program that has multiple stakeholders outside the university such as a university consortium or a statewide initiative
- Establishes/executes program initiatives and/or strategies that have mid to long-term (3-5 years) impact
- May lead teams of lower level executives, directors/senior managers, and managers

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.