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| Job Title | Program Manager I, II | Job Code | AS0315, AS0316 |
| Pay Plan | A&P | Pay Grade | 18, 19 |
| 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 university educational and professional programs, services and partnerships.

Representative Duties

1. Strategic Mission

- Manages activities to ensure program goals are achieved
- Maintains tactical partnerships in support of the program initiatives
- Engages in community outreach to promote the mission of the program

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 may serve as budgetary and fiscal agent

3. Monitoring

- Provides program analytical data and recommendations to 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 | | |
| 4+ years of relevant work experience | | |
| Additional Requirements | | |
| | | |

| Physical/Environmental Demands |
|---|
| Standard office environment with no unique physical demands |

| Level Addendum |
|---|
| <i>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.</i> |
| Level I |
| <ul style="list-style-type: none"> Leads a program in support of a college, school, or other organizational unit or partnership Manages experienced professionals who exercise latitude and independence in assignments Policy and strategy implementation for short-term results (typically 1 year or less) |
| Level II |
| <ul style="list-style-type: none"> Leads a large program or multiple smaller programs in support of a college, school, or other organizational unit or partnership Manages a department or small unit that includes multiple teams led by team leaders Policy and strategy implementation for mid-term results (typically 1-3 years) |

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.