

MASTER SPECIFICATION

JOB INFORMATION

Date:	1/17/2018 6:17:53 PM
Official Title:	Program Manager Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 6
Scheduled Hours	
Job Code:	123559
Job Family:	Administrative Support

JOB SUMMARY

The Program Manager oversees the day-to-day operations of a functional unit within an academic program. This position provides ideas and subject matter expertise while ensuring effective, efficient workflow and adherence to policy and standards.

NATURE OF WORK

The Program Manager is responsible for planning, developing, and managing a major program within an institution, ensuring that implementation, compliance, and prescribed activities are carried out in accordance with specified objectives. Additional responsibilities include managing the operational budget and may supervise clerical and professional staff. Job responsibilities require the ability to identify needs/concerns of others, determine potential solutions, and resolve or redirect matters appropriately. Work is performed independently, under the general direction of senior leadership, using existing practices as guidelines to determine specific work methods. Problems faced in this position are varied, requiring analysis or interpretation of the situation. Decisions have major implications on the management and operations of an area within a department, and may contribute to important strategy, operations, and business decisions that affect the department.

Distinguishing Characteristics

Examples of Duties

Essential Functions

- Performs the operational level management of the day-to-day operations for the program or functional unit.
- Ensures compliance with university policy, federal and state regulations, accreditation requirements and contractual agreements.
- Manages and maintains the program or functional unit budget by managing within the budget and providing reports to inform of fiscal needs and results.
- Develops processes for effective and efficient workflow and adherence to quality standards.
- May supervise and direct the workflow of clerical and professional staff including planning, assigning, approving, and evaluating work.
- Provides subject matter expertise to internal and external stakeholders.
- Responsible for the personal and academic success of the students within the program or functional unit.
- Performs other job related duties as assigned.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
Master's degree	Field directly related to the area to which assigned	X		

Additional Experience

[Check here if experience may substitute for some of the above education and describe how.](#)

X

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>
1 year +	Program management	X	

