Program Director (Non-Faculty)

Job Code 1887

General Description
Responsible for providing leadership, supervision and centralized coordination of a University program or department.

Examples of Duties
Implement departmental activities for the purpose of meeting university, college and program strategic goals.
May assist in strategic direction, budgeting, and operations management of department or program.
Planning, executing and evaluating departmental activities.
Responsible for the hiring, training and supervision of staff.
Monitor program expenditures, prepare assessments and reports in order to plan and evaluate program needs.

Knowledge, Skills, and Abilities
Knowledge of: University policies and procedures; the supervision, coordination and implementation of specialized programs for the purpose of meeting university, college, and program strategic goals; assessment and evaluation tools; program development.

Skill in: coordinating effective management of projects; problem solving and decision-making; making public presentations; effective team management; interact courteously and effectively with others to motivate output and support; collecting and analyzing data to formulate strategic goals.

Ability to: read, interpret and apply complex legal and technical documents; prepare clear, concise and correct reports, proposals and web content; analyze budget for program coordination; prioritize and manage multiple projects simultaneously.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements