Program Director (Non-Faculty)

Job Code 1887

**General Description**
Responsible for providing leadership, supervision and centralized coordination of special academic enrichment and retention-related programs.

**Examples of Duties**
Implement program activities for the purpose of meeting university, college and program strategic goals.
Planning, executing and evaluating academic enrichment activities.
Recruit and evaluate applicants to enrichment/scholarship programs.
Provide individual and group mentoring.
Create and maintain media sites for designated program area.
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**