

Title	Broad Band	Summary	Duties	Scope	Education/ Experience	Knowledge, Skills, And Abilities
Program Director I	D	Oversee a major functional area. Support dean in formulating overall functional strategy. Supervise professional staff. Provide internal functional consulting expertise in development or review of programs. Ensure program meets minimum financial goals. Develop and deliver seminars.	<ul style="list-style-type: none"> ➤ Design, develop, administer and direct programs. ➤ Lead the functional strategic planning for programs. ➤ Develop and manage to a budget. ➤ Prepare analysis of new programs, costs of current programs and recommendations for continuation, modifications, and additions of programs. ➤ Recommend new policies and procedures. ➤ Secure funding for programs. ➤ Oversee committees and represent function at meetings and functions. ➤ Provide internal functional consulting expertise in development of programs. ➤ Develop and deliver seminars. 	Work independently and as team member. May work under a VP, Associate Dean or Dean. Interact regularly with faculty and Administrators.	Equivalent to a Bachelor's degree and five years experience in program administration.	<p>Knowledge of: Principles and practices of program administration including goal setting, program development, implementation, evaluation, and the management of employees; issues, trends and needs of higher education programs; project planning and management; principles and practices of budget development and administration; computer applications related to the work; project management and marketing techniques; project management and analytical techniques; principles and techniques for making effective oral presentations.</p> <p>Skill in: Planning, organizing, administering, coordinating, reviewing and evaluating a variety of programs and services; assisting in developing and implementing goals, objectives, policies, procedures, and work standards; assessing needs and developing internal resources or utilizing external resources to meet these needs; diagnose and resolve organizational issues; developing and administering the departmental budget; preparing effective written informational and educational materials; using initiative and independent judgment within general policy guidelines; strong people skills to successfully interact with the public and persons from different socio backgrounds and cultures; making effective oral presentations to large and small groups.</p>

Title	Broad Band	Summary	Duties	Scope	Education/ Experience	Knowledge, Skills, And Abilities
Program Director II	D	Oversee a major functional area. Proactive identification of program needs for target markets. Support dean in formulating overall functional strategy. Supervise professional staff. Provide internal functional consulting expertise in development or review of programs. Ensure program meets minimum financial goals.	<ul style="list-style-type: none"> ➤ Design, develop, administer and direct programs. ➤ Lead the functional strategic planning for programs. ➤ Develop and manage to a budget. ➤ Prepare analysis of new programs, costs of current programs and recommendations for continuation, modifications, and additions of programs. ➤ Recommend new policies and procedures. ➤ Secure funding for programs. ➤ Oversee committees and represent function at meetings and functions. ➤ Provide internal functional consulting expertise in development of programs. 	Work independently and as team member. May work under a VP, Associate Dean or Dean. <i>Assigned to larger programs that have greater budgetary impact than Level I. Has broader UST or departmental impact and has greater number of direct reports at the professional level.</i>	Equivalent to a Bachelor's degree and seven years of program administration.	<p>Knowledge of: Principles and practices of program administration including goal setting, program development, implementation, evaluation, and the management of employees; issues, trends and needs of higher education programs; project planning and management; principles and practices of budget development and administration; computer applications related to the work; project management and marketing techniques; project management and analytical techniques; principles and techniques for making effective oral presentations.</p> <p>Skill in: Planning, organizing, administering, coordinating, reviewing and evaluating a variety of programs and services; assisting in developing and implementing goals, objectives, policies, procedures, and work standards; assessing needs and developing internal resources or utilizing external resources to meet these needs; diagnose and resolve organizational issues; developing and administering the departmental budget; preparing effective written informational and educational materials; using initiative and independent judgment within general policy guidelines; strong people skills to successfully interact with the public and persons from different socio backgrounds and cultures; making effective oral presentations to large and small groups.</p>