

JOB MATRIX - PROGRAM MANAGER SERIES

Title	Broad Band	Summary	Duties	Scope	Education/ Experience	Knowledge, Skills, And Abilities
Program Manager I	C	<p>Manage one or more special programs or an aspect of a large program. Coordinate the daily activities, staff functions and budget issues. Hire and train staff as needed.</p>	<ul style="list-style-type: none"> ➤ Plan and coordinate daily activities of a program. ➤ Manage budget, to include tracking expenditures and preparing program reports on current finances. ➤ Prepare program and/or grant reports and proposals. ➤ Manage student/faculty course materials acquisition. ➤ Implement policies and procedures. ➤ Plan, write, design marketing plan. ➤ Recruit student workers. ➤ Recruit seminar instructors and faculty. ➤ Represent the program on committees, at meetings and at functions. ➤ May review and/or develop course curriculum. ➤ Oversee scheduling and general administrative oversight of program seminars. ➤ Monitor and review participant feedback of instructors to ensure quality instruction. ➤ Advise and counsel students. 	<p>Work independently and as a team member. May work under a Program Director, Associate Dean or Dean.</p>	<p>Equivalent to a Bachelor's degree and four years experience in program administration / office management.</p>	<p>Knowledge of: Principles and practices of program administration including goal setting, program development, implementation, evaluation, and the management of employees; 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; 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.</p>

JOB MATRIX - PROGRAM MANAGER SERIES

Title	Broad Band	Summary	Duties	Scope	Education/ Experience	Knowledge, Skills, and Abilities
Program Manager II	C	<p>Manage one or more special programs. Develop and implement program plans, scheduling and budgets. Identify and manage the development of new programs and monitor the performance of programs and recommend changes. Hire and train staff as needed. Assist and advise executives on project initiatives.</p>	<ul style="list-style-type: none"> ➤ Develop and implement program work plans, scheduling and budgets. ➤ Manage budget, to include tracking expenditures and preparing program reports on current finances. ➤ Prepare program and/or grant reports and proposals. ➤ Manage student/faculty course materials acquisition. ➤ Contribute to the development of policies and procedures. ➤ Plan, write, design marketing plan. ➤ Provide academic advising. ➤ Identify and contract with competent seminar instructors and faculty. ➤ Represent the program on committees, at meetings and at functions (internal and external). ➤ May review and/or develop course curriculum. ➤ Oversee scheduling and general administrative oversight of program and/or seminars. ➤ Monitor and review participant feedback of instructors to ensure quality instruction. ➤ Create and build project relationships. 	<p>Work independently and as team member. May work under a Program Director, VP, Associate Dean or Dean.</p>	<p>Equivalent to a Bachelor's degree and five years of experience in program administration / office management.</p>	<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; 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.</p>