

LOA SALARIED JOB DESCRIPTION

Job Function

Program Director

Job Profile

J001508 - LOA Salaried-Other Education, Training, And Library

PURPOSE

Responsible administrative oversight of an educational program mission. Provides strategic leadership and oversees all aspects of the program including development, maintenance, finances, and projects. Responsible for the implementation of the program governance following University's policies and regulations.

ESSENTIAL FUNCTIONS/PRIMARY DUTIES

- Plans and implements recruiting strategies to benefit the program.
- Ensures compliance of the program in accordance to University guidelines.
- Builds relationships and contact with organizations and groups to promote program and ensure continuation of program.
- Evaluates existing policies and procedures; identifies areas for improvement and recommends changes.
- Serves as principal program representative to potential clients.
- May provides academic, career and personal counseling to applicants and students.
- Makes determinations for admissions into the program.
- Compiles and analyzes data to aid in evaluating student progress.
- Leads marketing strategies for the program.
- Serves as liaison between academic unit and other university offices.
- May supervise personnel.

MINIMUM QUALIFICATIONS

Bachelor's required. Master's preferred.