

## **LOA SALARIED JOB DESCRIPTION**

### **Job Function**

Program Director

### **Job Profile**

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

### **PURPOSE**

Responsible administrative oversight of an academic 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.