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.

This job description is intended to indicate the essential functions and levels of work difficulty of the position and is not intended to describe in detail all of the position’s specific duties and responsibilities nor exclude other duties of similar level or difficulty. Additionally, it is not intended to limit management’s rights to assign, direct, and control the work of employees under their supervision.