Group/team 11

Background - Micki

Our interviewee, April Welch is the current Associate Vice President of Strategic Initiatives of Illinois Institute of Technology. She oversees the operations of special initiative programs as well as bringing new initiatives to campus. April started off as a programmer for Depaul and she came to Illinois Tech as a volunteer writing training programs for kids. In 2006 she was hired as an Illinois Tech employee as the special initiative program director. Her job puts her in charge of any programs that fall in between other departments such as financial or student housing. Any programs or activities that don’t necessarily fall under defined departments is what she manages. Within her job description, she brings new programs from other schools to Illinois Tech in order to improve student life and activities. She is an extreme advocate for more campus funding to improve student campus life. She travels to many around the world as a representative to bring new students to our campus. She seeks to improve the campus in anyway she can.

Task/KSA Analysis – Amy

Having the job of a program manage as an Associate Vice president, is not an easy task. Based on the research information our group did, the conclusion drawn was that the minimum qualifications for someone in that position was a college degree and experience in programing events. After our interview, it was concluded that having good oral communication with the students in the organization was also an essential component. The reason those things were a key factor were because of the tasks involved in that position. In order to be able to keep social groups together and in contact, there is a vast amount of communication that needs to be done and events to be programmed so students can stay in contact with one another. In order to locate more funding for new social activities, the person in this position needs to have a college degree to have credibility and connections with the school. One of the other tasks require to recruit students. Students go towards what they like and see that they will enjoy. In order to be able to recruit students, the person needs to know what the students are looking at. The best was to do that is by observing and communicating with the students of the organization, IIT. This job is a job that requires the person to constantly be on their feet and be able to bring in new ideas that students would like. The job is to get students to come to campus and create programs that will retain students and make college experience better for the IIT students. Negotiation is a skill required to be able to persuade the staff and the student that the idea will work. Knowledge about what the current students like and are interested in is important. One example that our interviewer gave, was starting a gaming E-Sports club because most students at IIT are interested in gaming and technology. The ability to persuade, communicate, and seem approachable are great qualities to have in this job. That way a student will feel comfortable in directly coming up to you and telling you what you need. The last skill we thought was important is adaptability. The person in this job is currently creating new programs and having new ideas. Some things will not go as planned. When that happens, the person has to be able to think critically and be able to adapt to the situation and improve upon it little by little.

Recommendations - Carlos

After interviewing April, we got a good feeling for what the job title/position entailed. As a program director, there are some selection instruments that can definitely be used to screen out possible employees that would be a good fit for the job.

One of the tools that would be recommended would be a resume. Since it is a summary of the prospective employee, the resume as a tool helps an employer get an understanding of what the possible employee is like both as a worker and as a person in general. It will also reveal aspects of the person that can’t be directly examined, as in how well they are able to articulate their ideas, and how well they can communicate with others.

The other tool that we would recommend for selection is a personality test. Since the position of program director requires that they take charge in various initiatives, a open and engaging personality is definitely need in order to have success in that job.

A large part of the training would focus on the KSAOs that deal with communicating and socializing with others. Since the program director is in a position in which that have to take to many different department leads as well as

Reflection/Conclusion - All?

**References**

Appendices – Jon

**Appendix A**

The Appendix title would go here.

1) How long have you been an employee at\_\_\_?

a. For 10 years, “crazy long”

b. Started as volunteer before that

2) What is your typical work schedule for the week?

a. Working as associate vp touch all project in all different areas. Projects that don’t fall completely into the job of one department

b. Not usually the same every week

3) What area(s) of prior experience are required for a new employee in your position?

a. Most prior experience should be running programs.

b. She started running programs for high school

c. Don’t need to wait until you are ready.

d. Program at Stanford similar to ESI (Exelon summer institute)

e. Try to figure out how to start, “we did it last year, so it will work”

4) What do you consider to be the major tasks of your job?

a. Keeping it new, bringing new things to campus as Strategic Initiative

b. Introduce supporters to new project on campus.

5) What do you consider to be the major tasks of your job?

a. Keeping it new, bringing new things to campus as Strategic Initiative

b. Introduce supporters to new project on campus.

6) How does your position relate/interact with other positions in the organization?

a. IIT is split into provost academics, and president buisness. April reports to president.

b. Connected to all branches that flow from getting fundraising.

c. Technical, executive position

7) What aspect of your job are the most demanding, challenging, or stressful?

a. Managing the money, it’s always a trade off when you have to deny one choice for another