

Program Associate

Exempt (Pay grade 13: \$61,068 - \$92,208)

Minimum Education/Experience

- Masters in relevant field.
- 7 years relevant experience

Areas of Responsibility	Complexity	Impact of Decisions
Scope of Work	<ul style="list-style-type: none"> • Often leads multiple activities within a program, ensuring that the work is carried out within defined parameters and making modifications to achieve intended results. • Participates in integrating assigned activities with other activities and programs across the institution. • Often participates in building vision for expanding institutional impact. • Normally receives general directions on new assignments, particularly those requiring ingenuity and creativity. 	<ul style="list-style-type: none"> • Decisions significantly impact the progress and quality of assigned scope of work.
Budget/Financial accountability	<ul style="list-style-type: none"> • Often has budget responsibilities for activities within scope of work. 	<ul style="list-style-type: none"> • Decisions significantly impact the cost effectiveness of assigned scope of work.
Institutional resources and relationships	<ul style="list-style-type: none"> • Serves as spokesperson for activities s/he leads. • Recommends ways to improve work by leveraging institutional resources and expertise. • Sometimes participates in the development of new streams of revenue. 	<ul style="list-style-type: none"> • Decisions significantly impact the program's image and relationship to clients and funding agents.
Staff leadership	<ul style="list-style-type: none"> • Often leads a team of exempt and non-exempt staff. • Provides leadership, mentoring, coaching, and assessment for staff participating in activities s/he leads, and for colleagues across the institution to ensure the successful completion of assigned tasks. 	<ul style="list-style-type: none"> • Decisions significantly impact the quality and productivity of the work environment.