

Program Manager

Exempt (Pay Grade 15: \$79,044 - \$120,144)

Minimum Education/Experience

- Doctorate degree in relevant field
- 5 years relevant experience (including 3 years managerial experience)

Areas of Responsibility	Complexity	Impact of Decisions
Scope of Work	<ul style="list-style-type: none"> • Provides leadership for all aspects of a specific scope of work involving multiple activities within or across programs. • Ensures that work is planned and carried out within defined parameters, making modifications as required to achieve intended results. • Normally receives general direction on planning and carrying out new assignments. • Integrates assigned activities with other activities and programs across the institution as appropriate. • Sometimes integrates activities with similar regional activities outside the institution. • Often provides and realizes a vision for expanding assigned scope of work. 	<ul style="list-style-type: none"> • Decisions significantly impact the progress and quality of the activities s/he leads. • Decisions moderately impact the institution outside of assigned activities.
Budget/Financial accountability	<ul style="list-style-type: none"> • Serves as budget authority for assigned scope of work. • Commits institutional resources within area of budget authority. • Sometimes participates in institutional spending decisions. 	<ul style="list-style-type: none"> • Decisions significantly impact the cost effective operation of assigned activities.
Institutional resources and relationships	<ul style="list-style-type: none"> • Serves as spokesperson for the institution with respect to the activities s/he leads. • Often participates in the development of new revenue streams. • Serves as primary liaison for educational professionals and regional clients with respect to activities s/he leads, pursuing opportunities to develop institutional resources. 	<ul style="list-style-type: none"> • Decisions significantly impact the institution's image and relationship to funding agents and clients.
Staff leadership	<ul style="list-style-type: none"> • Leads and coordinates the activities of a team of exempt and non-exempt staff. • Provides leadership, mentoring, coaching, and assessment for staff within defined scope of work. 	<ul style="list-style-type: none"> • Decisions significantly impact the quality and productivity of the work environment.