

JOB DESCRIPTION FOR PROGRAM MANAGERS

PRIMARY ORGANIZATIONAL RELATIONSHIP

The Program Manager reports to the Division Dean.

JOB SUMMARY

Appointed by the Division Dean and responsible for the coordination of Degrees awarded in the program.

EDUCATION AND EXPERIENCE

A master's degree in an appropriate academic discipline and a minimum of three years teaching experience at the college level are required in the programs offering Associate, Associate of Arts, Associate of General Studies, and Associate of Science degrees . In programs awarding the Associate of Applied Science and other technical certificates, appropriate degrees and experience are required.

RESPONSIBILITIES

- Devises, drafts, and disseminates policies for the program.
- Assesses and reports on program.
- With program faculty and division dean, schedules courses in program.
- Reviews courses and suggests changes when required.
- Initiates changes through Curriculum Committee.
- Advises and coordinates advising for students seeking a degree in the program.
- Manages Advisory Board selection; schedules meetings and creates agenda.
- Coordinates with the Library and IT director for hardware and software implementation and arrangements.
- Actively recruits for program and approves materials relating to program.
- Manages the program budget.
- Actively participates in interview and selection processes for new full-time and adjunct program faculty.
- Provides informational workshops and training for faculty.
- Attends regional and national conferences.