



Position Title:	Program Manager		
Reports To:	CCIO		
Department:	Learning Resources	Job Code:	0703
Prepared By/Date:	Mark Nestor/08-05-2009	Job Group:	PEC
Approved By/Date:	Mark Nestor/08-05-2009	Salary Grade:	16
Revised:	Jennifer C. Brito/8-5-2009	FLSA Status:	Exempt

Summary:

The Program Manager is responsible for the delivery of academic, administrative, student and computer services addressing the needs of all campus students. The Program Manger is also responsible for hiring, supervising, and evaluating all Success Center personnel, implementing computerized instruction, preparing and managing budgets, lab activates and equipment.

Essential Duties and Responsibilities:

- Articulates the selection of instructional software titles with department chairs and other campus laboratory managers
- Works with faculty to supply tutors to individuals and groups of students
- Develops evaluative guidelines for the acquisition of software applications
- Maintains an up-to-date database inventory of all campus computer lab software applications
- Researches trends and pursues alternative funding for the human patient simulator lab
- Prepares media kits and information for prospective customers
- Manages budget
- Assists faculty with the development of digital instructional products, with help of CT&D and Media Services
- Keeps up-to-date with trends in the areas of academic computing, instructional technology, tutoring and structured learning assistance, human patient simulation, and learning space design theory
- Performs other related duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of instructional technology, structured learning and tutoring, basic understanding of learning space design
- Abilities to be dynamic, motivated, student-orientated, excellent written and oral communication

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master's degree with experience in Nursing or Health Science
- Three (3) years of Management experience

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name