



Position Title:	Program Leader	Job Code:	0711
Reports To:	Associate Academic Dean	Job Group:	PENC
Department:	Independent Studies	Salary Grade:	14
Prepared By/Date:	Luisa Leon/7-03-2009	FLSA Status:	Exempt
Approved By/Date:	Myra Medina-Cabral/7-03-2009		
Revised:	Jennifer C. Brito/7-06-2009		

Summary:

The Program Leader manages the daily operations of the Independent Studies of the department through duties such as staffing of courses, developing marketing strategies for the department, and recruiting students.

Essential Duties and Responsibilities:

- Works closely with academic departments to coordinate course offerings and enhance student success.
- Leads, coordinates, and expands the program.
- Handles recruitment and retention of students and staff.
- Maintains and refines program website, markets the program and represents the program at campus, College, and community events.

Knowledge, Skills and Abilities:

- Knowledge of student recruitment and retention issues.
- Proficient computer skills and literacy
- Excellent interpersonal, organizational and decision-making skills
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to analyze and solve problems.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff.

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 frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

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.

- Bachelor's degree in a related field and five (5) years of experience of related work experience.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name