



Position Title: Part-Time Program Manager

Job Code: 8105

Reports To: Director

Grade: HI

FLSA: Exempt

Job Description:

The Part-Time Program Manager will manage a process, program, or service for a department or grant.

Duties & Responsibilities:

- Manages department personnel that support activities or events that serve students, faculty, staff, or the community.
- Assists the Director with data gathering, analysis, and reporting of metrics for internal and external audiences.
- Assists the Director with program development activities such as program reviews, creation of assessments tools and grant writing activities
- Collaborates with faculty and staff to implement a process that is geared toward staff, faculty, students, or the community for a program or department.
- Manages processes that serve the students, faculty, staff or the community
- Establishes and implements strategies that serve staff, students, faculty or the community.
- Provides general information and responds to telephone inquires from staff, students, faculty, or the community.
- Manages specialized tasks that provide services to students, staff, faculty or the community.

Essential Personnel:

Non-essential

Minimum Requirements:

- Bachelor's degree and six (6) years experience
- Must possess excellent oral and written communication skills
- Must be thorough, detail-oriented and highly organized
- Must possess strong interpersonal and decision-making skills
- Proficiency in Microsoft applications
- Ability to work in a multi-ethnic, multi-cultural environment

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name