***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Director, Program**

**(Provides supervision to staff)**

Job Family: Program Management Sub Family: Business Operations

**Job Summary:**

Under limited supervision, uses subject matter expertise to plan and direct the content and delivery of one or more programs of substantive size and budget. Sets goals and create tactics to achieve program objectives. Ensures timeline and deadlines are met.

**Essential Functions:**

* Prepares, coordinates, and maintains program content and delivery methods for the daily operations and events within that specific organizational program.
* May interact with students and facilitate resolution through technical and/or clerical personnel.
* Coordinates the use of databases used to analyze criteria and deliver data, as well as to monitor, evaluate, and revise program operating policies and procedures.
* Organizes and/or participates in various committees and teams to consult with program heads and administrative officials on policy and program needs as well as various administrative issues.
* Coordinates the regular publication of summary reports and serves as an information resource to coworkers, the university, and external figures.
* Develops funding sources for the program, through grant seeking, major fundraising events and/or donations.
* Create a cohesive work team that works collaboratively to achieve unit’s goals. Oversee the recruitment, performance, and training of team members and continually reviews strengths and weaknesses of staff to maintain a well-trained, highly involved, and motivated team. Handle complaints, resolve conflicts, and active in the grievance process. (required to use this job)
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in related field

Experience: Six (6) years working in an appropriate field with at least two (2) years of experience of overall responsibility for program direction, coordination and implementation.

Supervisory: Two (2) years of direct supervision and management experience.

Licensure/Certification:

Other: No subsitution of experience for minimum education requirement.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E1428G

SOC Code: 119199 IPEDS: Management

EEO6 Code: Executive/Admin/Managerial State Code: 9332101

USM eCode: E2314E AAP Code: 1C