



DATE ISSUED: 09/05
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Program Director

JOB SUMMARY

Performs coordinative and supervisory work in the facilitation, and development of special programs. Provides planning and expertise in area of program. Work is performed under minimal supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Department head

Supervises: May supervise program staff, volunteers, Graduate Assistants, and Student Assistants

PRIMARY DUTIES - *May include, but not limited to the following:*

- Monitors and implements program related activities, following policies and guidelines.
- Collects and edits data for reports, drafts, or manuscripts.
- Maintains good public relations.
- Prepares annual budget.
- Provides administrative support.
- Coordinates communication materials.
- Anticipates needs of the grant, if applicable and develops recommendations for filling these needs.
- Ensures proper reporting and administration of requirements.
- Develops and maintains an effective record keeping procedure.
- Ensures that support services are provided to the program and community.
- Ensures proper reporting and administration of requirements.
- Meets with professors or other staff members in the collaboration of the success of the programs.
- Works with students in ensuring their academic success.

Works with outside agencies.
Observes work and safety rules.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Bachelor's degree in an area generally related to program content or assigned responsibilities.

EXPERIENCE

Three years experience in a generally related area.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Ability to plan, direct, and evaluate a complex operation, using manpower, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.

Ability to apply budgetary and fiscal planning techniques within financial constraints.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.

Ability to communicate effectively -orally, by phone, in person, and in writing.

Ability to use a personal computer and other office equipment.

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 must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye.

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WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors. The noise level is usually low to moderate. While performing the duties of this position, the employee may be required to travel.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.