

Job Family Matrix

Job Function: Faculty and Student Services		Job Family: Executive Education - Professional	
Job Family Summary: Perform or manage a range of responsibilities which may include program design and content development, marketing and client relations, logistics and financial planning, and program evaluation in order to deliver a portfolio of executive education programs.			
Job Title: FSS Executive Education Professional II		Job Title: FSS Executive Education Professional III	
Job Code: S0656P		Job Code: S0657P	
Grade Level: 56 Exemption: Exempt		Grade Level: 57 Exemption: Exempt	
Effective/Revision Date: December 2019		Effective/Revision Date: December 2019	
Job Summary		Job Summary	
Independently perform a wide range of duties related to executive education operations including curriculum design and development, logistics management, program analysis and project management.		Independently plan and implement executive education programming which may include curriculum design and development, logistics management, program analysis and project management.	
Typical Core Duties		Typical Core Duties	
<ul style="list-style-type: none"> • Analyze program content, materials, program mapping and demand; recommend improvements • Assess and review new proposals, curriculum and new format designs • Assist with the development of marketing and sales outreach strategy; foster and maintain relationships with external clients to increase interest and participation in programs • Administer program portfolio development which may include recommendation and implementation of enrollment processes, program scheduling, and grading processes; establish administrative workflows • Develop strong working relationships with faculty, staff, and external clients associated with the program; manage scope of delivery and regularly inform stakeholders of program related activity and/or decisions • Negotiate with vendors to contract for goods and services • May track and monitor program budget to achieve financial goals • Report statistics in order to define and evaluate program success and track and comply with any reporting requirements • Assist in planning and implementing strategies to improve programs and department processes, policies and procedures • Ensure compliance with University policies and procedures and applicable legal rules and regulations 		<ul style="list-style-type: none"> • Design program content and materials, analyze program mapping and demand; recommend improvements • Manage and review the assessment of new program proposals, curriculum, and new format designs • Manage the development of marketing and sales outreach strategy; foster and maintain relationships with external clients to increase interest and participation in programs • Manage program portfolio development which may include recommendation and implementation of enrollment processes, program scheduling, and grading processes; establish administrative workflows • Develop strong working relationships with faculty, staff, and external clients associated with the program; manage scope of delivery and regularly inform stakeholders of program related activity and/or decisions • Manage vendor relationships and contract negotiations for goods and services • May manage program budget to achieve financial goals • Report and analyze statistics to define and evaluate program success and track and comply with any reporting requirements • Assist with the overall strategic direction of program delivery to improve programs and department processes, policies and procedures • Ensure compliance with University policies and procedures and applicable legal rules and regulations 	
Typical Core Duties		Typical Core Duties	
<ul style="list-style-type: none"> • Research and develop program content and materials, analyze program mapping and demand; recommend improvements • Lead review and assessment of new program proposals, curriculum, and new format designs • Lead development of marketing and sales outreach strategy; foster and maintain relationships with external clients to increase interest and participation in programs • Lead program portfolio development which may include recommendation and implementation of enrollment processes, program scheduling, and grading processes; establish administrative workflows • Develop strong working relationships with faculty, staff, and external clients associated with the program; manage scope of delivery and regularly inform stakeholders of program related activity and/or decisions • Manage vendor relationships and lead contract negotiations for goods and services • May manage program budget to achieve financial goals • Develop specialized reports and analyze statistics to define and evaluate program success and track and comply with any reporting requirements • Lead the strategic direction of program delivery to improve programs and department processes, policies and procedures • Ensure compliance with University policies and procedures and applicable legal rules and regulations 		<ul style="list-style-type: none"> • Research and develop program content and materials, analyze program mapping and demand; recommend improvements • Lead review and assessment of new program proposals, curriculum, and new format designs • Lead development of marketing and sales outreach strategy; foster and maintain relationships with external clients to increase interest and participation in programs • Lead program portfolio development which may include recommendation and implementation of enrollment processes, program scheduling, and grading processes; establish administrative workflows • Develop strong working relationships with faculty, staff, and external clients associated with the program; manage scope of delivery and regularly inform stakeholders of program related activity and/or decisions • Manage vendor relationships and lead contract negotiations for goods and services • May manage program budget to achieve financial goals • Develop specialized reports and analyze statistics to define and evaluate program success and track and comply with any reporting requirements • Lead the strategic direction of program delivery to improve programs and department processes, policies and procedures • Ensure compliance with University policies and procedures and applicable legal rules and regulations 	

Job Family Matrix

Basic Qualifications	Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 3 years' relevant work experience 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 5 years' relevant work experience 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 7 years' relevant work experience
Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> • Knowledge of Microsoft Office Suite, intermediate Excel skills • Strong written and verbal communication skills • Excellent project management skills 	<ul style="list-style-type: none"> • Knowledge of Microsoft Office Suite, intermediate Excel skills • Strong written and verbal communication skills • Excellent project management skills 	<ul style="list-style-type: none"> • Master's degree in relevant field preferred • Knowledge of Microsoft Office Suite, advanced Excel skills • Strong written and verbal communication skills • Excellent project management skills
Certificates and Licenses	Certificates and Licenses	Certificates and Licenses
Physical Requirements	Physical Requirements	Physical Requirements
<ul style="list-style-type: none"> • Sitting using near vision use for reading and computer use for extended periods of time • Lifting (approximately 20 to 30 pounds), bending, and other physical exertion 	<ul style="list-style-type: none"> • Sitting using near vision use for reading and computer use for extended periods of time • Lifting (approximately 20 to 30 pounds), bending, and other physical exertion 	<ul style="list-style-type: none"> • Sitting using near vision use for reading and computer use for extended periods of time • Lifting (approximately 20 to 30 pounds), bending, and other physical exertion
Working Conditions	Working Conditions	Working Conditions
<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting

Job Family Matrix

Job Function: Faculty and Student Services	Job Family: Executive Education - Professional
Job Family Summary: Perform or manage a range of responsibilities which may include program design and content development, marketing and client relations, logistics and financial planning, and program evaluation in order to deliver a portfolio of executive education programs.	
Job Title: FSS Executive Education Professional V	Job Title: FSS Executive Education Professional VI
Job Code: S0659P	Job Code: S0660P
Grade Level: 59 Exemption: Exempt	Grade Level: 60 Exemption: Exempt
Effective/Revision Date: December 2019	Effective/Revision Date: December 2019
Job Summary	Job Summary
Oversee the delivery of executive education programming which may include curriculum design and development, logistics management, program analysis and project management.	Direct the delivery of executive education programming which may include curriculum design and development, logistics management, program analysis and project management.
Typical Core Duties	Typical Core Duties
<ul style="list-style-type: none"> • Oversee the development of program content and materials, analyze program mapping and demand; recommend improvements • Oversee and review the assessment of new program proposals, curriculum, and new format designs • Oversee the development of marketing and sales outreach strategy; foster and maintain relationships with external clients to increase interest and participation in programs • Oversee program portfolio development which may include recommendation and implementation of enrollment processes, program scheduling, and grading processes; establish administrative workflows • Develop strong working relationships with faculty, staff, and external clients associated with the program; manage scope of delivery and regularly inform stakeholders of program related activity and/or decisions • Oversee vendor relationships and contract negotiations for goods and services • May develop, manage, and oversee program budget to achieve financial goals • Develop and maintain data and analytical systems to define and evaluate program success and track and comply with any reporting requirements • Oversee the strategic direction of program delivery to improve programs and department processes, policies and procedures • Act as representative at the department or school level; may represent university to external constituencies • Ensure compliance with University policies and procedures and applicable legal rules and regulations 	<ul style="list-style-type: none"> • Direct the development of program content and materials, analyze program mapping and demand; recommend improvements • Direct and review the assessment of new program proposals, curriculum, and new format designs • Direct the development of marketing and sales outreach strategy; foster and maintain relationships with external clients to increase interest and participation in programs • Oversee program portfolio development which may include recommendation and implementation of enrollment processes, program scheduling, and grading processes; establish administrative workflows • Develop strong working relationships with faculty, staff, and external clients associated with the program; manage scope of delivery and regularly inform stakeholders of program related activity and/or decisions • Direct vendor relationships and contract negotiations for goods and services • May develop, manage, and oversee program budget to achieve financial goals • Direct the development and maintenance of data and analytical systems to define and evaluate program success and track and comply with any reporting requirements • Direct the strategic direction of program delivery to improve programs and department processes, policies and procedures • Act as representative at the department or school level; represent university to external constituencies • Ensure compliance with University policies and procedures and applicable legal rules and regulations

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Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 8 years' relevant work experience 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 10 years' relevant work experience
Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> • Master's degree in relevant field • Knowledge of Microsoft Office Suite, advanced Excel skills • Strong written and verbal communication skills • Excellent project management skills 	<ul style="list-style-type: none"> • Master's degree in relevant field • Knowledge of Microsoft Office Suite, advanced Excel skills • Strong written and verbal communication skills • Excellent project management skills
Certificates and Licenses	Certificates and Licenses
Physical Requirements	Physical Requirements
<ul style="list-style-type: none"> • Sitting using near vision use for reading and computer use for extended periods of time • Lifting (approximately 20 to 30 pounds), bending, and other physical exertion 	<ul style="list-style-type: none"> • Sitting using near vision use for reading and computer use for extended periods of time • Lifting (approximately 20 to 30 pounds), bending, and other physical exertion
Working Conditions	Working Conditions
<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting

Job Family Matrix

Job Function: Faculty and Student Services		Job Family: Executive Education – Management	
Job Family Summary: Perform or manage a range of responsibilities which may include program design and content development, marketing and client relations, logistics and financial planning, and program evaluation in order to deliver a portfolio of executive education programs.			
Job Title: FSS Executive Education Mgt II		Job Title: FSS Executive Education Mgt III	
Job Code: S0656M		Job Code: S0657M	
Grade Level: 56 Exemption: Exempt		Grade Level: 57 Exemption: Exempt	
Effective/Revision Date: December 2019		Effective/Revision Date: December 2019	
Job Summary		Job Summary	
Manage a wide range of duties related to executive education programming which may include curriculum design and development, logistics management, program analysis and project management.		Manage executive education programming which may including curriculum design and development, logistics management, program analysis and project management.	
Typical Core Duties		Typical Core Duties	
<ul style="list-style-type: none"> • Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment • Analyze program content, materials, program mapping and demand; recommend improvements • Assess and review new proposals, curriculum and new format designs • Assist with the development of marketing and sales outreach strategy; foster and maintain relationships with external clients to increase interest and participation in programs • Administer program portfolio development which may include recommendation and implementation of enrollment processes, program scheduling, and grading processes; establish administrative workflows • Develop strong working relationships with faculty, staff, and external clients associated with the program; manage scope of delivery and regularly inform stakeholders of program related activity and/or decisions • Negotiate with vendors to contract for goods and services • May track and monitor program budget to achieve financial goals • Report statistics in order to define and evaluate program success and track and comply with any reporting requirements • Assist in planning and implementing strategies to improve programs and department processes, policies and procedures • Ensure compliance with University policies and procedures and applicable legal rules and regulations 		<ul style="list-style-type: none"> • Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment • Design program content and materials, analyze program mapping and demand; recommend improvements • Manage and review the assessment of new program proposals, curriculum, and new format designs • Manage the development of marketing and sales outreach strategy; foster and maintain relationships with external clients to increase interest and participation in programs • Manage program portfolio development which may include recommendation and implementation of enrollment processes, program scheduling, and grading processes; establish administrative workflows • Develop strong working relationships with faculty, staff, and external clients associated with the program; manage scope of delivery and regularly inform stakeholders of program related activity and/or decisions • Manage vendor relationships and contract negotiations for goods and services • May manage program budget to achieve financial goals • Report and analyze statistics to define and evaluate program success and track and comply with any reporting requirements • Assist with the overall strategic direction of program delivery to improve programs and department processes, policies and procedures • Ensure compliance with University policies and procedures and applicable legal rules and regulations 	
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Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> • Knowledge of Microsoft Office Suite, intermediate Excel skills • Strong written and verbal communication skills • Excellent project management skills 	<ul style="list-style-type: none"> • Master's degree in relevant field preferred • Knowledge of Microsoft Office Suite, advanced Excel skills • Supervisory experience • Strong written and verbal communication skills • Excellent project management skills 	<ul style="list-style-type: none"> • Master's degree in relevant field preferred • Knowledge of Microsoft Office Suite, advanced Excel skills • Supervisory experience • Strong written and verbal communication skills • Excellent project management skills
Certificates and Licenses	Certificates and Licenses	Certificates and Licenses
Physical Requirements	Physical Requirements	Physical Requirements
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Job Title: FSS Executive Education Mgt V	Job Title: FSS Executive Education Mgt VI
Job Code: S0659M	Job Code: S0660M
Grade Level: 59 Exemption: Exempt	Grade Level: 60 Exemption: Exempt
Effective/Revision Date: December 2019	Effective/Revision Date: December 2019
Job Summary	Job Summary
Oversee executive education programming which may including curriculum design and development, logistics management, program analysis and project management.	Provide strategic direction, leadership and guidance. Direct executive education programming which may curriculum design and development, logistics management, program analysis and project management.
Typical Core Duties	Typical Core Duties
<ul style="list-style-type: none"> • Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment • Oversee the development of program content and materials, analyze program mapping and demand; recommend improvements • Oversee and review the assessment of new program proposals, curriculum, and new format designs • Oversee the development of marketing and sales outreach strategy; foster and maintain relationships with external clients to increase interest and participation in programs • Oversee program portfolio development which may include recommendation and implementation of enrollment processes, program scheduling, and grading processes; establish administrative workflows • Develop strong working relationships with faculty, staff, and external clients associated with the program; manage scope of delivery and regularly inform stakeholders of program related activity and/or decisions • Oversee vendor relationships and contract negotiations for goods and services • May develop, manage, and oversee program budget to achieve financial goals • Develop and maintain data and analytical systems to define and evaluate program success and track and comply with any reporting requirements • Oversee the strategic direction of program delivery to improve programs and department processes, policies and procedures • Act as representative at the department or school level; may represent university to external constituencies • Ensure compliance with University policies and procedures and applicable legal rules and regulations 	<ul style="list-style-type: none"> • Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment • Direct the development of program content and materials, analyze program mapping and demand; recommend improvements • Direct and review the assessment of new program proposals, curriculum, and new format designs • Direct the development of marketing and sales outreach strategy; foster and maintain relationships with external clients to increase interest and participation in programs • Oversee program portfolio development which may include recommendation and implementation of enrollment processes, program scheduling, and grading processes; establish administrative workflows • Develop strong working relationships with faculty, staff, and external clients associated with the program; manage scope of delivery and regularly inform stakeholders of program related activity and/or decisions • Direct vendor relationships and contract negotiations for goods and services • May develop, manage, and oversee program budget to achieve financial goals • Direct the development and maintenance of data and analytical systems to define and evaluate program success and track and comply with any reporting requirements • Direct the strategic direction of program delivery to improve programs and department processes, policies and procedures • Act as representative at the department or school level; represent university to external constituencies • Ensure compliance with University policies and procedures and applicable legal rules and regulations

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<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 8 years' relevant work experience • Supervisory experience 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 10 years' relevant work experience • Supervisory experience
Additional Qualifications and Skills	Additional Qualifications and Skills
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