Student Services Job Function

FSS Executive Education Professional II
Grade: 56
Job Code: S0656M
Job Family: Executive Education
Job Family Matrix: [Executive Education Matrix](#)

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.

Core Duties
- 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

Basic Qualifications
- Bachelor's degree or equivalent work experience required
- Minimum of 3 years' relevant work experience

Additional Qualifications and Skills
- Knowledge of Microsoft Office Suite, intermediate Excel skills
- Strong written and verbal communication skills
- Excellent project management skills

Certificates and Licenses

Physical Requirements
- 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
- Work is performed in an office setting