

Student Services Job Function

FSS Executive Education Professional III

Grade: 57

Job Code: S0657M

Job Family: Executive Education

Job Family Matrix: [Executive Education Matrix](#)

Summary

Manage executive education programming which may including 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
- 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

Basic Qualifications

- Bachelor's degree or equivalent work experience required
- Minimum of 5 years' relevant work experience

Additional Qualifications and Skills

- 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

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

