

## **Student Services Job Function**

# **FSS Executive Education Professional IV**

**Grade: 60**

**Job Code: S0660M**

**Job Family: Executive Education**

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

### **Summary**

Provide strategic direction, leadership and guidance. Direct 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
- 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

### **Basic Qualifications**

- Bachelor's degree or equivalent work experience required
- Minimum of 10 years' relevant work experience
- Supervisory experience

### **Additional Qualifications and Skills**

- 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**

### **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