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 Title: FSS Executive Education Professional IV Job Code: S0657P Job Code: S0656P Job Code: S0658P Grade Level: 56 **Exemption:** Exempt Grade Level: 57 **Exemption:** Exempt **Exemption:** Exempt Grade Level: 58 Effective/Revision Date: December 2019 Effective/Revision Date: December 2019 Effective/Revision Date: December 2019 Job Summary Job Summary Job Summary Independently perform a wide range of duties related to executive Independently plan and implement executive education programming which Lead the delivery of executive education programming which may include education operations including curriculum design and development, may include curriculum design and development, logistics management, curriculum design and development, logistics management, program logistics management, program analysis and project management. program analysis and project management. analysis and project management. Typical Core Duties **Typical Core Duties Typical Core Duties** Analyze program content, materials, program mapping and demand; Design program content and materials, analyze program mapping Research and develop program content and materials, analyze recommend improvements and demand: recommend improvements program mapping and demand; recommend improvements Assess and review new proposals, curriculum and new format Manage and review the assessment of new program proposals, Lead review and assessment of new program proposals, curriculum, • • • designs curriculum, and new format designs and new format designs Assist with the development of marketing and sales outreach • Manage the development of marketing and sales outreach strategy; Lead development of marketing and sales outreach strategy; foster • strategy; foster and maintain relationships with external clients to foster and maintain relationships with external clients to increase and maintain relationships with external clients to increase interest increase interest and participation in programs interest and participation in programs and participation in programs Administer program portfolio development which may include • Manage program portfolio development which may include • Lead program portfolio development which may include ٠ recommendation and implementation of enrollment processes. recommendation and implementation of enrollment processes. recommendation and implementation of enrollment processes. program scheduling, and grading processes; establish administrative program scheduling, and grading processes; establish administrative program scheduling, and grading processes; establish administrative workflows workflows workflows Develop strong working relationships with faculty, staff, and external Develop strong working relationships with faculty, staff, and external Develop strong working relationships with faculty, staff, and external • • clients associated with the program; manage scope of delivery and clients associated with the program; manage scope of delivery and clients associated with the program; manage scope of delivery and regularly inform stakeholders of program related activity and/or regularly inform stakeholders of program related activity and/or regularly inform stakeholders of program related activity and/or decisions decisions decisions Negotiate with vendors to contract for goods and services • Manage vendor relationships and contract negotiations for goods and • Manage vendor relationships and lead contract negotiations for services goods and services May track and monitor program budget to achieve financial goals May manage program budget to achieve financial goals May manage program budget to achieve financial goals • • Report statistics in order to define and evaluate program success Report and analyze statistics to define and evaluate program Develop specialized reports and analyze statistics to define and and track and comply with any reporting requirements success and track and comply with any reporting requirements evaluate program success and track and comply with any reporting Assist in planning and implementing strategies to improve programs requirements and department processes, policies and procedures Assist with the overall strategic direction of program delivery to • Lead the strategic direction of program delivery to improve programs improve programs and department processes, policies and • Ensure compliance with University policies and procedures and . and department processes, policies and procedures procedures applicable legal rules and regulations Ensure compliance with University policies and procedures and Ensure compliance with University policies and procedures and ٠ applicable legal rules and regulations applicable legal rules and regulations

Basic Qualifications	Basic Qualifications	Basic Qualifications
<ul> <li>Bachelor's degree or equivalent work experience required</li> <li>Minimum of 3 years' relevant work experience</li> </ul>	<ul> <li>Bachelor's degree or equivalent work experience required</li> <li>Minimum of 5 years' relevant work experience</li> </ul>	<ul> <li>Bachelor's degree or equivalent work experience required</li> <li>Minimum of 7 years' relevant work experience</li> </ul>
Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul> <li>Knowledge of Microsoft Office Suite, intermediate Excel skills</li> <li>Strong written and verbal communication skills</li> <li>Excellent project management skills</li> </ul>	<ul> <li>Knowledge of Microsoft Office Suite, intermediate Excel skills</li> <li>Strong written and verbal communication skills</li> <li>Excellent project management skills</li> </ul>	<ul> <li>Master's degree in relevant field preferred</li> <li>Knowledge of Microsoft Office Suite, advanced Excel skills</li> <li>Strong written and verbal communication skills</li> <li>Excellent project management skills</li> </ul>
Certificates and Licenses	Certificates and Licenses	Certificates and Licenses
Physical Requirements	Physical Requirements	Physical Requirements
<ul> <li>Sitting using near vision use for reading and computer use for extended periods of time</li> </ul>	Sitting using near vision use for reading and computer use for extended periods of time	Sitting using near vision use for reading and computer use for extended periods of time
<ul> <li>Lifting (approximately 20 to 30 pounds), bending, and other physical exertion</li> </ul>	<ul> <li>Lifting (approximately 20 to 30 pounds), bending, and other physical exertion</li> </ul>	<ul> <li>Lifting (approximately 20 to 30 pounds), bending, and other physical exertion</li> </ul>
Working Conditions	Working Conditions	Working Conditions
Work is performed in an office setting	Work is performed in an office setting	Work is performed in an office setting

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> <li>Oversee the development of program content and materials, analyze program mapping and demand; recommend improvements</li> <li>Oversee and review the assessment of new program proposals, curriculum, and new format designs</li> <li>Oversee the development of marketing and sales outreach strategy; foster and maintain relationships with external clients to increase interest and participation in programs</li> <li>Oversee program portfolio development which may include recommendation and implementation of enrollment processes, program scheduling, and grading processes; establish administrative workflows</li> <li>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</li> <li>Oversee vendor relationships and contract negotiations for goods and services</li> <li>May develop, manage, and oversee program budget to achieve financial goals</li> <li>Develop and maintain data and analytical systems to define and evaluate program success and track and comply with any reporting requirements</li> <li>Oversee the strategic direction of program delivery to improve programs and department processes, policies and procedures</li> <li>Act as representative at the department or school level; may represent university to external constituencies</li> <li>Ensure compliance with University policies and procedures and applicable legal rules and regulations</li> </ul>	<ul> <li>Direct the development of program content and materials, analyze program mapping and demand; recommend improvements</li> <li>Direct and review the assessment of new program proposals, curriculum, and new format designs</li> <li>Direct the development of marketing and sales outreach strategy; foster and maintain relationships with external clients to increase interest and participation in programs</li> <li>Oversee program portfolio development which may include recommendation and implementation of enrollment processes, program scheduling, and grading processes; establish administrative workflows</li> <li>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</li> <li>Direct the development and oversee program budget to achieve financial goals</li> <li>Direct the development and comply with any reporting requirements</li> <li>Direct the strategic direction of program delivery to improve programs and department processes, policies and procedures</li> <li>Act as representative at the department or school level; represent university to external constituencies</li> <li>Ensure compliance with University policies and procedures and applicable legal rules and regulations</li> </ul>			

Basic Qualifications	Basic Qualifications
Bachelor's degree or equivalent work experience required	Bachelor's degree or equivalent work experience required
Minimum of 8 years' relevant work experience	Minimum of 10 years' relevant work experience
Additional Qualifications and Skills	Additional Qualifications and Skills
Master's degree in relevant field	Master's degree in relevant field
Knowledge of Microsoft Office Suite, advanced Excel skills	Knowledge of Microsoft Office Suite, advanced Excel skills
Strong written and verbal communication skills	Strong written and verbal communication skills
Excellent project management skills	Excellent project management skills
Certificates and Licenses	Certificates and Licenses
Dhusical Requirements	Physical Requirements
Physical Requirements	Physical Requirements
<ul> <li>Sitting using near vision use for reading and computer use for extended periods of time</li> <li>Lifting (approximately 20 to 30 pounds), bending, and other physical exertion</li> </ul>	<ul> <li>Sitting using near vision use for reading and computer use for extended periods of time</li> <li>Lifting (approximately 20 to 30 pounds), bending, and other physical exertion</li> </ul>
Lifting (approximately 20 to 30 pounds), bending, and other physical exertion	• Linung (approximately 20 to 50 pounds), bending, and other physical exertion
Working Conditions	Working Conditions
Work is performed in an office setting	Work is performed in an office setting

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 Mqt II Job Title: FSS Executive Education Mgt III Job Title: FSS Executive Education Mgt IV Job Code: S0656M Job Code: S0657M Job Code: S0658M Grade Level: 58 **Exemption:** Exempt Grade Level: 56 **Exemption:** Exempt Grade Level: 57 **Exemption:** Exempt Effective/Revision Date: December 2019 Effective/Revision Date: December 2019 Effective/Revision Date: December 2019 Job Summary Job Summarv Job Summary Manage a wide range of duties related to executive education Manage executive education programming which may including curriculum Manage and plan executive education programming which may including programming which may include curriculum design and development. design and development. logistics management, program analysis and curriculum design and development, logistics management, program logistics management, program analysis and project management. project management. analysis and project management. **Typical Core Duties Typical Core Duties Typical Core Duties** Responsible for effective staff management, including hiring and orientation, Responsible for effective staff management, including hiring and orientation, Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the training and development, workflow and performance management, and the training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment promotion of an inclusive and innovative work environment promotion of an inclusive and innovative work environment Analyze program content, materials, program mapping and demand; Design program content and materials, analyze program mapping and Research and develop program content and materials, analyze program • ٠ ٠ recommend improvements demand; recommend improvements mapping and demand; recommend improvements Assess and review new proposals, curriculum and new format designs Manage and review the assessment of new program proposals, curriculum, Lead review and assessment of new program proposals, curriculum, and new ٠ ٠ • and new format designs format designs Assist with the development of marketing and sales outreach strategy; foster ٠ and maintain relationships with external clients to increase interest and Manage the development of marketing and sales outreach strategy: foster and Lead development of marketing and sales outreach strategy: foster and ٠ maintain relationships with external clients to increase interest and participation in programs maintain relationships with external clients to increase interest and participation in programs participation in programs Administer program portfolio development which may include ٠ recommendation and implementation of enrollment processes, program Manage program portfolio development which may include recommendation Lead program portfolio development which may include recommendation and • ٠ scheduling, and grading processes; establish administrative workflows and implementation of enrollment processes, program scheduling, and grading implementation of enrollment processes, program scheduling, and grading processes: establish administrative workflows 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 Develop strong working relationships with faculty, staff, and external clients Develop strong working relationships with faculty, staff, and external clients • ٠ stakeholders of program related activity and/or decisions associated with the program: manage scope of delivery and regularly inform associated with the program: manage scope of delivery and regularly inform stakeholders of program related activity and/or decisions stakeholders of program related activity and/or decisions Negotiate with vendors to contract for goods and services Manage vendor relationships and contract negotiations for goods and services Manage vendor relationships and lead contract negotiations for goods and • May track and monitor program budget to achieve financial goals . services May manage program budget to achieve financial goals Report statistics in order to define and evaluate program success and track May manage program budget to achieve financial goals ٠ Report and analyze statistics to define and evaluate program success and and comply with any reporting requirements track and comply with any reporting requirements Develop specialized reports and analyze statistics to define and evaluate Assist in planning and implementing strategies to improve programs and ٠ program success and track and comply with any reporting requirements Assist with the overall strategic direction of program delivery to improve department processes, policies and procedures • programs and department processes, policies and procedures Lead the strategic direction of program delivery to improve programs and ٠ Ensure compliance with University policies and procedures and applicable department processes, policies and procedures Ensure compliance with University policies and procedures and applicable legal rules and regulations . legal rules and regulations Ensure compliance with University policies and procedures and applicable . legal rules and regulations rules and regulations

Basic Qualifications	Basic Qualifications	Basic Qualifications
<ul> <li>Bachelor's degree or equivalent work experience required</li> <li>Minimum of 3 years' relevant work experience</li> </ul>	<ul> <li>Bachelor's degree or equivalent work experience required</li> <li>Minimum of 5 years' relevant work experience</li> </ul>	<ul> <li>Bachelor's degree or equivalent work experience required</li> <li>Minimum of 7 years' relevant work experience</li> </ul>
Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul> <li>Knowledge of Microsoft Office Suite, intermediate Excel skills</li> <li>Strong written and verbal communication skills</li> <li>Excellent project management skills</li> </ul>	<ul> <li>Master's degree in relevant field preferred</li> <li>Knowledge of Microsoft Office Suite, advanced Excel skills</li> <li>Supervisory experience</li> <li>Strong written and verbal communication skills</li> <li>Excellent project management skills</li> </ul>	<ul> <li>Master's degree in relevant field preferred</li> <li>Knowledge of Microsoft Office Suite, advanced Excel skills</li> <li>Supervisory experience</li> <li>Strong written and verbal communication skills</li> <li>Excellent project management skills</li> </ul>
Certificates and Licenses	Certificates and Licenses	Certificates and Licenses
Physical Requirements	Physical Requirements	Physical Requirements
Sitting using near vision use for reading and computer use for	Sitting using near vision use for reading and computer use for	Sitting using near vision use for reading and computer use for
<ul> <li>extended periods of time</li> <li>Lifting (approximately 20 to 30 pounds), bending, and other physical exertion</li> </ul>	<ul> <li>extended periods of time</li> <li>Lifting (approximately 20 to 30 pounds), bending, and other physical exertion</li> </ul>	<ul> <li>extended periods of time</li> <li>Lifting (approximately 20 to 30 pounds), bending, and other physical exertion</li> </ul>
Working Conditions	Working Conditions	Working Conditions
Work is performed in an office setting	Work is performed in an office setting	Work is performed in an office setting

Job Function: Faculty and Student Services	Job Family: Executive Education – Management
<b>Job Family Summary:</b> Perform or manage a range of responsibilities which may include financial planning, and program evaluation in order to deliver a portfolio of executive edu	
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 Oversee executive education programming which may including curriculum design and development, logistics	Job Summary           Provide strategic direction, leadership and guidance. Direct executive education programming which may
management, program analysis and project management.	curriculum design and development, logistics management, program analysis and project management.
Typical Core Duties	Typical Core Duties
<ul> <li>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</li> </ul>	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.
<ul> <li>Oversee the development of program content and materials, analyze program mapping and demand; recommend improvements</li> </ul>	<ul> <li>Direct the development of program content and materials, analyze program mapping and demand; recommend improvements</li> </ul>
Oversee and review the assessment of new program proposals, curriculum, and new format designs	Direct and review the assessment of new program proposals, curriculum, and new format designs
<ul> <li>Oversee the development of marketing and sales outreach strategy; foster and maintain relationships with external clients to increase interest and participation in programs</li> </ul>	Direct the development of marketing and sales outreach strategy; foster and maintain relationships with     external clients to increase interest and participation in programs
<ul> <li>Oversee program portfolio development which may include recommendation and implementation of enrollment processes, program scheduling, and grading processes; establish administrative workflows</li> </ul>	<ul> <li>Oversee program portfolio development which may include recommendation and implementation of enrollment processes, program scheduling, and grading processes; establish administrative workflows</li> </ul>
<ul> <li>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</li> </ul>	<ul> <li>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</li> </ul>
<ul> <li>Oversee vendor relationships and contract negotiations for goods and services</li> </ul>	<ul> <li>Direct vendor relationships and contract negotiations for goods and services</li> </ul>
<ul> <li>May develop, manage, and oversee program budget to achieve financial goals</li> </ul>	<ul> <li>May develop, manage, and oversee program budget to achieve financial goals</li> </ul>
<ul> <li>Develop and maintain data and analytical systems to define and evaluate program success and track and comply with any reporting requirements</li> </ul>	<ul> <li>Direct the development and maintenance of data and analytical systems to define and evaluate program success and track and comply with any reporting requirements</li> </ul>
<ul> <li>Oversee the strategic direction of program delivery to improve programs and department processes, policies and procedures</li> </ul>	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; may represent university to external constituencies	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	Ensure compliance with University policies and procedures and applicable legal rules and regulations

Basic Qualifications	Basic Qualifications
Bachelor's degree or equivalent work experience required	Bachelor's degree or equivalent work experience required
Minimum of 8 years' relevant work experience	Minimum of 10 years' relevant work experience
Supervisory experience	Supervisory experience
Additional Qualifications and Skills	Additional Qualifications and Skills
Master's degree in relevant field preferred	Master's degree in relevant field preferred
Knowledge of Microsoft Office Suite, advanced Excel skills	Knowledge of Microsoft Office Suite, advanced Excel skills
Strong written and verbal communication skills	Strong written and verbal communication skills
Excellent project management skills	Excellent project management skills
Certificates and Licenses	Certificates and Licenses
Physical Requirements	Physical Requirements
Sitting using near vision use for reading and computer use for extended periods of time	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	Lifting (approximately 20 to 30 pounds), bending, and other physical exertion
Working Conditions	Working Conditions
Work is performed in an office setting	Work is performed in an office setting