### Executive Education Family

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| 58E   | Executive Education Management II | Bachelor’s degree 7+ years of executive education management experience Advanced knowledge of executive education program development | • Designs and implements courses including participation in the development of course curriculum  
• Develops and participates in the execution of programs, projects and services for international audiences both in the US and abroad  
• Participates in long-range and strategic planning for the department  
• Conducts policy oriented and practice oriented research | **IMPACT**  
Significant impact on operations, resources, or University’s reputation  
**SCOPE**  
Typically manages a medium executive education function for a school or has responsibility for a large program or international initiatives or a program at a high level of complexity | **RECEIVED**  
Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.  
**GIVEN**  
Manages:  
Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area. |

**NOTE:**

1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed  
2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.  
3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion