## Executive Education Family

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<th>Level</th>
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| 56E* or 56N | Executive Education Officer I/ Supervisor II | Bachelor’s degree 3+ years of applicable experience Supervisory experience | • Develops, oversees and is accountable for the administrative, program and marketing operations for multiple professional development programs  
• Participates in strategic planning and program structure design  
• Interacts with high level visitors and constituents  
• Negotiates with vendors to contract for goods and services  
• Creates process of student and alumni tracking | IMPACT  
Some impact on operations, resources, or University’s reputation  
SCOPE  
Provides comprehensive executive education services for a school | RECEIVED  
Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.  
GIVEN  
Individual Contributor:  
Works independently or as part of a team to achieve results.  
AND/OR  
Supervises:  
Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions. | RECEIVED  
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*Exemption status is determined by FLSA testing

**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