**FACULTY AND STUDENT SERVICES JOB FUNCTION**

### Executive Education Family

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| 57E   | Executive Education Officer II | Bachelor’s degree 5+ years of executive education experience Supervisory experience Advanced knowledge of executive education program development | - Directs and is accountable for the operations related to an executive education function  
- Participates in long-range and strategic planning for the department  
- Advises on course design, new program development and profitability of proposed programs  
- Identifies and works with prospective clients in building and maintaining relationships  
- Builds and maintains relationships with prospective instructors  
- Hires course instructors | IMPACT  
Moderate impact on operations, resources, or University’s reputation  
SCOPE  
Provides advanced executive education work 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 management, effectively recommends hiring and firing decisions. |