# Executive Education Family

<table>
<thead>
<tr>
<th>Level</th>
<th>Function/ Roles</th>
<th>Experience/ Education (Minimum Required)</th>
<th>Typical Duties and Responsibilities (Cumulative from level to level in each job family)</th>
<th>Impact/Scope</th>
<th>Supervision</th>
</tr>
</thead>
</table>
| 55N   | Executive Education Supervisor I | Bachelor’s degree 2+ years of applicable experience | • Coordinates the production of the course catalogue and/or brochures  
• Coordinates classroom assignments and supports the needs of the course  
• Assists with logistics for the program  
• Coordinates financial disbursement of loans  
• Creates process of participant tracking  
• Maintains all records for the seminars/programs  
• Compiles and reviews program evaluations; recommends minor program changes  
**Must have bona fide supervisory duties excluding this position from the HUCTW bargaining unit; otherwise, this position is an HUCTW – Coordinator, grade 55** | **IMPACT** Some impact on operations, resources, or University’s reputation  
**SCOPE** Provides support and general executive education information to others in 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** Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions. |