

GENAD JOB FUNCTION GUIDE

Program Administrator Family

Level	Function/ Roles	Experience & Education (Minimum Required)	Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision Received
58E	Program Management I	<p>Masters degree</p> <p>7+ years of progressive program management experience</p> <p>Management experience</p>	<ul style="list-style-type: none"> • Determines new program requirements and identifies program concepts, content, ideas and scope • Provides strategic planning for program • Through others, directs the curriculum preparation, assessment, analysis and evaluation of the program • Acts as a spokesperson at national and international meetings (e.g. presents findings or segment of program) • Provides advice to national, international, government agencies and/or institutions • Creates and implements substantive department systems, practices, policies and procedures (e.g. research protocol oversees involving political constituents and legal issues) • Accountable for developing a compliance program for departments in order to meet state, federal, and international regulations • Provides consultation, guidance and leadership to school/institute in relation to area of expertise 	<p>IMPACT Significant impact on operations, resources, or University's reputation</p> <p>SCOPE Manages a large sized program for a manager and/or faculty member or a complex multi-location or multi-component program</p>	<p>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. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>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.</p>

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