

UNIVERSITY OF SOUTHERN CALIFORNIA

Program Director

Job Code: 133019

OT Eligible: No

Comp Approval: 3/31/2020

JOB SUMMARY:

Designs, develops and operates a comprehensive academic, research, clinical or administrative program of the University. Has direct responsibility for program design, policy development, personnel administration, budget, marketing and public relations, fundraising and teaching or research directly related to program specialization. Is recognized as an authority in field.

JOB ACCOUNTABILITIES:

<u>*E/M/NA</u>	<u>% TIME</u>
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_____	_____	Plans and develops program objectives and content. Researches and identifies trends and needs and establishes program directions accordingly. Assesses quality of program operations. Modifies existing program services or creates new program offerings to maintain or enhance program standing. Develops curricula and course materials and coordinates faculty recruitment and involvement. Links program with other relevant departments on or off campus as necessary.
_____	_____	Develops program operating and administrative policies. Directs the dissemination, interpretation and application of program policies university-wide and grants exceptions.
_____	_____	Directs the delivery of services to targeted program participants or beneficiaries. Sets and communicates program priorities and performance standards and assesses operations using these criteria. Provides for quality assurance reviews and addresses areas in need of attention. Provides for the development and maintenance of automated or manual systems and procedures to facilitate program operations.
_____	_____	Directly or indirectly manages all staff assigned to the program, usually through subordinate managers or supervisors. Determines organizational structure, reporting relationships and short and long-range staffing needs based on program goals. Reviews and approves hiring and salary actions to ensure compliance with policy. Oversees performance appraisal process for program staff and remains informed of any disciplinary actions required.
_____	_____	Develops and manages program budgets covering operations, endowments and sponsored projects. Makes major budgetary and resource allocation decisions. Provides financial status reports as needed.
_____	_____	Identifies fundraising and development opportunities. Seeks funds for program operations from private and public sources. Writes grants to fund program, or works with faculty, researchers and/or staff to develop proposals. Serves as program's primary fundraiser and interacts regularly with support groups.
_____	_____	Directs the development of marketing and promotional strategies to include personal networking, publications, newsletters and related communications materials, and events planning. Represents the program in community service activities.
_____	_____	Teaches and/or conducts research in program specialization. Collects data and writes technical reports and/or papers for publication.

- _____ Represents the program and university as an authority in field. Responds to requests for information, advice or assistance from colleagues, the media, professional or industry associations, etc..
- __E__ Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with Department of Public Safety. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.
- Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

***Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

EMERGENCY RESPONSE/RECOVERY:

- Essential: ☐ No
- ☐ Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

- Master's degree
- Combined experience/education as substitute for minimum education

Minimum Experience:

- 7 years

Minimum Field of Expertise:

- Directly related program management experience. Expert knowledge of field, teaching experience and/or active in research. Ability to manage sponsored projects and fundraise.

Preferred Education:

- Master's degree

Preferred Experience:

- 10 years

Skills: Other:

- Analysis
- Budget control
- Budget development
- Communication -- written and oral skills
- Conceptualization and design
- Conflict resolution

Consulting
Curriculum development
Development/fundraising
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Managerial skills
Managerial skills
Marketing
Negotiation
Networking
Organization
Planning
Problem identification and resolution
Project management
Public relations
Public speaking/presentations
Research
Scheduling
Staff development
Statistical analysis
Teaching/training

Supervises: Level:

Manages through subordinate supervisors.

Comments:

This position is designated as a Campus Security Authority (CSA) under the Clery Act and must comply with the requirements of said designation.

SIGNATURES:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

The University of Southern California is an Equal Opportunity Employer