

The University of Texas at San Antonio

Job Description

Job Title: Program Manager
Code: 8159
Salary Grade: 58
FLSA Status: Exempt
Department/Division: Position available in various departments.
Reports To: In accordance with departmental policies.

Summary

- Function: To manage the daily operations and logistics of a major program or programs.
- Scope: Responsible for scheduling, planning, coordinating, and administering major programs.

Duties

- Typical:
 1. Develops and manages the scheduling of programs and special events.
 2. Develops and manages the production of program materials ensuring quality and timelines are maintained.
 3. Coordinates program agreements between the Center and teaching faculty, corporate clients, faculty, and current and past students.
 4. Develops and submits proposals to corporate clients for executive program development and corporate program events.
 5. Develops and manages program budgets, ensuring program accounts remain within budget. Perform purchasing, invoicing and account reconciliations.
 6. Manages staff for program operations and logistics
 7. Act as a representative of the department during all programs.
 8. Performs other duties as assigned.
- Periodic:
 1. N/A

Education

Required	Preferred
Bachelor's Degree	N/A

Other Requirements

Required	Preferred
Tact, diplomacy and judgment necessary in dealing with others.	N/A
Criminal Background Check.	

Experience

Required	Preferred
3 years of related experience.	Similar experience in an academic environment.

Equipment

Required	Possible
Personal computer and related office equipment.	N/A

Working Conditions

Usual	Special
Usual office conditions.	Some weekend and after-hours work may be required.

Supervision

Received	Given
General instructions from supervisor. Determines own work sequence within limits of established policies.	Direct supervision of assigned support and student staff.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
