

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Manager of Strategic Initiatives MANAGER OF STRATEGIC INITIATIVES

Code: 19371

Salary Grade: 62

FLSA Status: Exempt

Department/Division: Academic Innovation

Reports To: Vice Provost, Academic Innovation

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## *Summary*

- Function: Directly support the Vice Provost of Academic Innovation and work collaboratively with the Assistant Vice Provost of Academic Innovation by assisting with leading duties to support priority projects as well as divisional initiatives. This role plays an integral role in ensuring that students have access to the courses they need to make consistent progress in their degree program and collaborating with colleagues across all academic units and UTSA Departments.
- Scope: Serve as a representative of senior divisional leadership to diverse constituencies using various forms of communication (face-to-face, written, visual, electronic) and will collaboratively engage in activities and projects at all levels across the division. The role requires critical thinking and problem solving from a broad, high-level perspective down to project execution involving detailed, transactional processing and planning.

## *Duties*

- Typical:
  1. Expedite a wide variety of projects and initiatives with very broad scope that will address critical issues facing the campus and division.
  2. Monitor and review schedule of classes year-round to track student enrollment in UTSA Online undergraduate and graduate courses.
  3. Project necessary seats required to serve UTSA Online Core enrollments utilizing previous term enrollment trends.
  4. Coordinate with the Office of Digital Learning to ensure all planned courses correspond with instructional design build/refresh strategy.
  5. Partner with Program Coordinators from academic units and Room & Course Scheduling to ensure that planned courses are listed in a timely manner with appropriate enrollment requirement groups (if necessary).
  6. Develop support documents, presentations, talking points, bios, agendas, and other materials as needed in support of the Vice Provost's activities, priority projects, and initiatives.

7. Research, analyze, and synthesize national and local publications, reports, and published articles related to divisional initiatives, projects, and issues and make appropriate recommendations to senior divisional leadership to inform decisions.
8. Support the Vice Provost and associated staff in preparing divisional communications, reports, and proposals for a broad set of audiences that highlights and enhances the UTSA's reputation as a national thought leader around student success, engagement, and innovation.
9. Assess the effectiveness, reach, and impact of select divisional initiatives.
10. Perform other duties as assigned and required.

***Education***

<b>Required</b>	<b>Preferred</b>
Bachelor's degree in Business Administration or related area from an accredited institution.	Master's degree in higher education, educational administration, student affairs, social science or related area.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>

***Experience***

<b>Required</b>	<b>Preferred</b>
Five years of progressively responsible administrative experience in strategic project execution, program management or related area. Education beyond Bachelor degree may substitute for experience.	Six or more years of experience in strategic project execution in higher education. Experience working in Online Education environment.

***Equipment***

<b>Required</b>	<b>Possible</b>
Standard office equipment.	Project management software.

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Typical office conditions.	

***Supervision***

<b>Received</b>	<b>Given</b>
General supervision from administrator.	

***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
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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.