



## Academic Program Manager

<b>Department:</b>	<b>Effective Date:</b> 08/25/14
<b>Reports To:</b> Department Chair/Associate Vice President	<b>Division:</b>
<b>FLSA Status:</b> Exempt	<b>Job Status:</b> Full Time
<b>Salary Grade:</b> 13	<b>Job Classification:</b> Administration

### Position Summary:

The Academic Program Manager is responsible for performing program management duties in an assigned academic department or area. Academic Program Managers will manage the daily activities, and perform program project management in the assigned area. Academic Program Managers are responsible for supervising designated staff and/or student workers, and developing and monitoring a budget.

### Essential Duties and Responsibilities:

The following are the functions essential to performing this job:

1. Oversees the development of the programs missions and goals.
2. Supervises and coordinates day to day operations of the assigned program.
3. Serves as an advisor for current and/or prospective students who express interest in the program and monitors the success rate.
4. Provides programmatic guidance through participation in staff meetings, task forces, and committee meetings.
5. Reviews, approves and submits program requisitions such as curriculum changes and updates, course scheduling and assignments, syllabus, textbook orders, and enrollment reports.
6. Hires, supervises, mentors, and evaluates assigned staff. Works with department chair and program faculty to recruit, select, train, and supervise adjunct faculty.
7. Consults with the Department Chair and supervising dean during planning, preparation, and implementation of college wide projects, programs, or activities related to instruction.
8. Schedules and coordinates at least two Career program advisory committee meetings each year. Serves as ex-officio member and committee secretary.
9. Prepares budget recommendations, submits justifications for budget items, and monitors and controls program expenditures. Assess plans, coordinates, administers, and evaluates programs, projects, processes, and procedures.
10. Ensures compliance with Federal, State, and Local laws, regulations, codes, and/or accreditation standard.
11. Works to coordinate activities between multiple internal and external service areas and works to integrate and coordinate service areas.
12. Prepares, reviews, and interprets a variety of applications, agreements, forms, records, needs assessments, business correspondence, and reports; makes recommendations based on findings.

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13. Responds to requests for information from faculty, staff, students, outside agencies, and community partners.
14. Counsels students and handle student complaints.
15. Locates and negotiates use of internship/clinical sites for students.
16. In cooperation with faculty, develops and manages curriculum.
17. In cooperation with Department Chair, recruits and interviews adjunct faculty.
18. Promotes the program philosophy, goals, and objectives.
19. Attends conferences, meetings and participates on committees internal and external to the college.
20. Maintains strong industry contacts and relationships in providing direction to the respective Program and serves as FCC's representative for the respective Program.
21. Provides leadership to integrate students into services such as Career Center, Student Counseling, Admissions, and Tutoring functions of the College.

### **Other Functions:**

Individuals in this job may be assigned one or more of the following tasks on a rotating or as-needed basis.

1. Able to commute to satellite campus and community locations for observations, meetings, program review, and various off-site activities.
2. Performs other duties as assigned.

### **Knowledge, Skills and Abilities:**

The individual in this job must possess these skills and abilities or be able to explain and demonstrate that he/she can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Managerial and/or project management principles and practices.
2. Academic program requirements.
3. Strong customer orientation.
4. Troubleshooting and solving complex program issues.
5. Budgeting principles, including inventory methods and course cost controls.
6. Basic knowledge of research methods and data driven decision making.
7. Knowledge of applicable Federal, State, and local laws and/or Accreditation, rules, regulations, codes, and/or statutes.
8. Presentation principles and practices.
9. Knowledge of computers and related software applications.
10. Prior supervisory skills.
11. Ability to organize and manage multiple priorities.
12. Demonstrated experience with providing customer service.
13. Manage and administer budgets.
14. Ability to interpreting academic program requirements.
15. Ability to maintain confidentiality of information.
16. Knowledge of and ability to use a computer and a variety of related software applications such as Microsoft Office Suite, HRIS or ERP, budget, and/or inventory management software.
17. Excellent communication and interpersonal skills.
18. Ability to use varying styles, approaches, skills and techniques that reflect an understanding and acceptance of the role of culture in a diverse, multi-cultural workplace.

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### **Physical Demands and Work Environment**

1. Reaching, standing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions.
2. Sedentary Work: Exerting up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

### **Minimum Required Qualifications:**

1. Education: Master's Degree.
2. Successful Experience: Four (4) or more years of related management experience such as budgets, finance, supervision, operations, leadership, planning, human resources and/or decision management.
3. Teaching experience.

### **Preferred Qualifications:**

1. Management and technology skills.

### **Performance Standards:**

The criteria for evaluation in this position include, but are not limited to, the following:

2. Demonstrates a commitment to FCC's Mission and Values.
3. Follows college and continuing education policies and procedures.
4. Maintains effective and collegial relationships with others, both internal and external to the college.
5. Responds to student and agency inquiries in a timely and complete fashion.
6. Ensures course and schedule information is complete, accurate, and submitted within deadlines.
7. Meets assigned goals and objectives in a timely fashion.
8. Manage program to ensure revenues exceed expenses for individual sections and overall program.

***Note: The College reserves the right to change or reassign job duties, or combine positions at any time.***