

Ohio University – Compensation 2014

Job Family: **Academic and Program Administration** | Career Track: **Individual Contributor**

Develops, implements, promotes, and administers academic and/or academic related programs in order to further the teaching and research mission of the University. Responsibilities include developing, evaluating, and/or overseeing curriculum or program offerings, communicating program goals and benefits, managing resources and budgets, developing community partnerships and programs, advising deans and faculty regarding programmatic issues, and handling complex administrative problems for an academic based unit. LEVEL PROGRESSION ASSUMES INCLUSION OF RESPONSIBILITIES AT LOWER LEVELS.

	Individual Contributor I	Individual Contributor II	Individual Contributor III	Individual Contributor IV	Individual Contributor V
Accountabilities	<p>PEOPLE Works closely with internal and external customers to support an academic program and/or initiative.</p> <p>Builds and maintains relationships to further the success of the program.</p> <p>OPERATIONS Provides solutions to a range of technical and/or operational problems regarding the administration of academic programs such as program evaluations, management of data, and databases, contract administration, and related activities.</p> <p>Researches policies and procedures and recommends changes or new policies.</p> <p>Develops marketing and communication materials to support the program including editing and managing the website.</p> <p>BUDGET Maintains accurate financial reports and tracks program expenditures. Advises management on budgetary needs or discrepancies.</p>	<p>PEOPLE Develops relationships with and acts as liaison between senior management, students, customers, faculty, designated vendors, government agencies, and trade or industry organizations.</p> <p>Leads projects and initiatives.</p> <p>OPERATIONS Plans, implements, and evaluates programs, courses, outreach, and/or related initiatives.</p> <p>Provides research-based analysis, reports, and presentations to gain insight, buy-in, and support of key initiatives.</p> <p>Performs systematic analysis and problem resolution including assessment of trends, risks, costs, and benefits. Recommends changes to policy and procedures.</p> <p>Coordinates and monitors various curricular activities. Administers the accreditation, compliance, and reporting requirements specific to the academic program.</p> <p>Collaborates with stakeholders to evaluate program and determine future goals and initiatives.</p> <p>May have specific teaching or research assignments.</p> <p>BUDGET Administers grants and related financial reporting.</p>	<p>PEOPLE Develops criteria for and initiates new partnerships based on strategic outreach goals; leads the process of partnership development.</p> <p>OPERATIONS Provides strategic program and project management for academic programs including collaborating with community stakeholders, students, and faculty; developing operational procedures and providing resource allocation and management.</p> <p>Defines and implements best practices, standards, and metrics in program/course design.</p> <p>Develops, recommends, and implements policies.</p> <p>Identifies and pursues funding opportunities. Initiates and writes requests for proposals (RFPs), grant applications, and other contracts.</p> <p>Reviews and approves the acquisition and allocation of capital equipment, space, and human resources.</p> <p>BUDGET Directs the fiscal activities of the unit and/or project including budgeting, cost negotiation, expenditure and income forecasting, contract and grant applications, and financial statements.</p>	<p>PEOPLE Serves as senior expert and consultant to senior management officials to advise on business and operational strategy and to set objectives and milestones for the program.</p> <p>Leads initiatives and cross-functional committees that may include external audiences.</p> <p>OPERATIONS Responsible for the effectiveness and success of a function or major strategic goal. Focuses on strategic planning.</p> <p>Works with dean in formulating goals and plans and developing new initiatives.</p> <p>Determines best way to fulfill the objectives set by strategy by developing new systems, approaches, and procedures. Develops innovative solutions to complex and systemic problems, ensuring consistency with institutional objectives. Position is instrumental to important work flows that impact operational efficiencies within the University. Sets objectives and related milestones in collaboration with senior management.</p> <p>Oversees process of educational policy review. Authorizes complex exceptions to educational policy, curricular requirements, or changes. Prepares preliminary communication and documentation of curricular practices and policies.</p> <p>BUDGET Leads overall budget development for the program or unit to meet strategic objectives including income requirements, appropriate staffing levels, equipment and technology.</p>	<p>PEOPLE Builds and maintains partnerships with academic, community, and industry leaders in order to further the mission of the program.</p> <p>Manages partnerships with senior management, government agencies, industry and/or community organizations, and vendors.</p> <p>OPERATIONS Responsible for the effectiveness and success of a major academic strategic initiative and/or program. Focuses on executive oversight.</p> <p>Exercises full and independent authority over resources, objectives, and planning.</p> <p>Interprets and implements collegiate regulations and procedures. Leads faculty committees.</p> <p>Develops long-term strategies for the program.</p> <p>BUDGET Leads overall budget development for a large unit or program to meet strategic objectives including income requirements, appropriate staffing levels, equipment and technology.</p>

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Requirements	<p>Knowledge and expertise in concepts, principles, and practices, of academic administration typically obtained through a Bachelor's degree in education, business, or related field and 0 to 2 years of academic administration-related work experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>	<p>Advanced knowledge and expertise in concepts, principles, and practices of academic, research program administration typically obtained through a Master's degree in education, academic administration, business, or related field and 1 to 3 years of academic administration-related work experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>	<p>Seasoned knowledge and expertise in concepts, principles, and practices of academic, research, and/or program management typically obtained through a Master's degree in education, business, academic administration, or related field and 3 to 5 years of academic, research, and/or program management work experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>	<p>Expert knowledge and expertise in theories, concepts, and practices of academic, research, and/or program management typically obtained through a Master's degree in education, business, academic administration, or related field and 6 or more years of academic, research, and program management-related work experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>	<p>Pre-eminent knowledge and expertise in theories, concepts, and practices of academic, research, and/or program management typically obtained by a Master's or postgraduate degree in education, business, academic administration, or related field and more than 10 years of academic, research and/or program management work experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>