

Ohio University – Compensation 2014
Job Family: Academic and Program Administration | Career Track: Management

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.

	Management I	Management II	Management III	Management IV	Management V
Accountabilities	None specified.	<p>PEOPLE Responsible for maintaining a work culture that is customer service oriented, productive, healthy, and valuing of diversity. Responsible for attracting, rewarding, engaging, and developing talent.</p> <p>OPERATIONS Provides day-to-day management oversight of academic, research or related programs. Develops, enhances, and manages programs, projects, and workflow to ensure project goals and deadlines are met. Provides consultation and training to faculty and students. Directs administrative operations for the program or project. Plans and implements marketing programs and related communications to promote program and its services. Writes small grants to assist with programmatic funding.</p> <p>BUDGET Monitors and approves expenditures within assigned budget and/or grant.</p>	<p>PEOPLE Manages, delegates, and prioritizes staff work plans. Responsible for establishing and cultivating a work culture that is customer service oriented, productive, innovative, and valuing of diversity. Works with the internal and external University community to develop and implement academic, research and related programs and/or initiatives. Develops partnerships with University departments.</p> <p>OPERATIONS Determines and implements annual work plans. Determines priorities and effectively allocates financial and human resources. Provides oversight on projects and workflow to ensure project goals and deadlines are met. Provides curricular development and administrative oversight to an academic program. Includes planning, designing, integrating, and evaluating curriculum. Writes grants and proposals. Recommends changes to curriculum, research and related procedures, processes, and policies. Ensures compliance with federal, state, and local laws, regulations, codes, and/or standards. Monitors changes in guidelines, laws, and regulations related to area of responsibility and implements necessary changes to procedures.</p> <p>BUDGET Develops budget for unit. Reviews and monitors budgets.</p>	<p>PEOPLE Determines and aligns department work plans and goals with the overall strategies established for the planning unit. Works with senior level leaders and faculty to provide effective and efficient academic, research and/or related programs and processes.</p> <p>OPERATIONS Directs the strategy, operational objectives, implementation, and evaluation of a significant academic, research or related program or initiative. May direct a non-degree granting program or large independent research initiative with responsibility for program development and success. Oversees and has accountability for all administrative and operational activities of the program, including setting priorities, discretionary control of a budget, legal compliance, adherence to University policies, and management of staff. Builds community and corporate partnerships to advance the mission of the program or center. Responsible for obtaining grant, contract, and other funding for the program.</p> <p>BUDGET Develops, reviews and monitors assigned budget for a large unit. Forecasts unit expenses, which involves reviewing and analyzing statistical and historical data; considering the impact of identified internal and/or external variables.</p>	<p>PEOPLE Works with senior leaders of the University to oversee a large academic, research or related program and/or initiative.</p> <p>OPERATIONS Responsible for the strategic vision, long-term planning, and program oversight of large-scale academic, research and/or related program. Integrates and aligns plans with University as well as planning unit business plans and strategy. Oversees the curriculum and new program/product development.</p> <p>BUDGET Leads strategic financial planning for the program. Monitors revenue and expenditures and participates in strategic financial planning. Advocate for funding necessary to meet program goals.</p>

Ohio University – Compensation 2014
Job Family: Academic and Program Administration | Career Track: Management

	Management I	Management II	Management III	Management IV	Management V
Requirements		<p>Knowledge and expertise in concepts, principles, and practices of academic, research, and/or related program management typically obtained through a Bachelor's degree in education, business, or related field and a minimum of 3 years academic, research, and/or program management experience including supervisory experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure for the position.</p>	<p>Knowledge and expertise in concepts, principles, and practices of academic, research, and/or related 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 experience including significant management experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure for the position.</p>	<p>Seasoned knowledge and expertise in theories, concepts, and principles of academic, research and/or related program management typically obtained through a Master's degree in education, business, academic administration or related field and 6 to 8 years of academic, research or program management work experience including managing a team of professional employees. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure for the position.</p>	<p>Expert knowledge and expertise in theories, concepts, and principles of the academic, research, and/or related program management typically obtained by a Master's degree or postgraduate degree in education, business, academic administration or related field and more than 8 years of academic, research, or program management work experience. This will include significant experience in managing financial and human resources as well as experience developing, gaining support for and executing short and long term strategic plans. 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>