



JOB INFORMATION

Job Code:	133019
Job Title:	Program Director
FLSA Status:	Exempt
Supervisory:	Manages through subordinate supervisors.
Job Family:	Program Management
Job Family Group:	Administration
Management Level:	5 Manager

JOB SUMMARY

Designs, develops and operates a comprehensive academic, research, clinical or administrative program of the University. Has direct responsibility for program design, policy development, personnel administration, budget, marketing and public relations, fundraising and teaching or research directly related to program specialization. Is recognized as an authority in field.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Master's degree	
	X	Master's degree	

Additional Education

Check here if experience may substitute for some of the above education.

X Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		7 years	
	X	10 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Directly related program management experience.
X		Expert knowledge of field, teaching experience and/or active in research.
X		Ability to manage sponsored projects and fundraise.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Plans and develops program objectives and content. Researches and identifies trends and needs and establishes program directions accordingly. Assesses quality of program operations. Modifies existing program services or creates new program offerings to maintain or enhance program standing. Develops curricula and course materials and coordinates faculty recruitment and involvement. Links program with other relevant departments on or off campus as necessary.				
Develops program operating and administrative policies. Directs the dissemination, interpretation and application of program policies university-wide and grants exceptions.				
Directs the delivery of services to targeted program participants or beneficiaries. Sets and communicates program priorities and performance standards and assesses operations using these criteria. Provides for quality assurance reviews and addresses areas in need of attention. Provides for the development and maintenance of automated or manual systems and procedures to facilitate program operations.				
Directly or indirectly manages all staff assigned to the program, usually through subordinate managers or supervisors. Determines organizational structure, reporting relationships and short and long-range staffing needs based on program goals. Reviews and approves hiring and salary actions to ensure compliance with policy. Oversees performance appraisal process for program staff and remains informed of any disciplinary actions required.				
Develops and manages program budgets covering operations, endowments and sponsored projects. Makes major budgetary and resource allocation decisions. Provides financial status reports as needed.				
Identifies fundraising and development opportunities. Seeks funds for program operations from private and public sources. Writes grants to fund program, or works with faculty, researchers and/or staff to develop proposals. Serves as program's primary fundraiser and interacts regularly with support groups.				
Directs the development of marketing and promotional strategies to include personal networking, publications, newsletters and related communications materials, and events planning. Represents the program in community service activities.				
Teaches and/or conducts research in program specialization. Collects data and writes technical reports and/or papers for publication.				
Represents the program and university as an authority in field. Responds to requests for information, advice or assistance from colleagues, the media, professional or industry associations, etc..				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
	<i>Campus Security Authority (CSA)</i>		<i>Essential:</i>
	By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/		Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the

position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

_____	_____	_____
Print Employee Name	Signature	Date
_____	_____	_____
Print Manager Name	Signature	Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.