



Job Title: Academic Program Manager

CLASSIFICATION DESCRIPTION

Department: Varied
Pay Grade: 114
FLSA Status: Exempt
Remote Work Eligible: No

JOB SUMMARY

This position is responsible for performing professional and/or program management duties in academic related specialties in a single department or function. Duties involve: managing the daily activities; developing plans to approach projects; implementing solutions, performing professional functions in assigned area; supervising employees or student workers; and developing and monitoring a budget.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Manages the implementation of internal operations for an assigned academic department or program, which includes: planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensuring compliance with federal, state, and local laws, regulations, codes, and/or standards; coordinating activities between multiple service areas; and working to integrate and coordinate service areas.
- Manages staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
- Prepares cost estimates for budget recommendations, submits justifications for budget items, and monitors and controls expenditures.
- Prepares, reviews, and interprets a variety of applications, agreements, forms, records, needs assessments, business correspondence, and reports; makes recommendations based on findings.
- Responds to requests for information from faculty, staff, students, outside agencies, and community regarding academic or operational programs in assigned area of responsibility; researches and resolves issues, complaints, and/or other related problems; provides information to students as necessary.
- Collects data and conducts research as needed.

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- Partners with faculty, administrators, community members, and/or other key stakeholders to develop and enhance strategies and program success.
- May manage curriculum and courses; oversee certification as well as degree programs.
- May recruit students; respond to inquiries; handle transcript reviews and enrollment overrides; and address complaints.
- May build, direct, and schedule instructional and outreach programs to promote assigned area across the campus and/or community.
- May create labs, events, programs, and activities to engage end users.
- May write, submit, and manage grants if approved.
- May market and promote specific programs to target audiences using a variety of media including social media.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Master's degree in a related field; three (3) years of related work experience in program management in assigned area; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Managerial principles and practices;
- Academic program requirements;
- Customer service principles;
- Program coordination principles, practices, and techniques;
- Program planning principles;
- Budgeting principles;
- Research methods;
- Applicable federal, state, and local laws, rules, regulations, codes, and/or statutes;
- Diverse populations and cultures; and
- Computers and related software applications.

Skills in:

- Developing and delivering presentations;
- Communicating, both verbally and in writing;
- Providing customer service;
- Managing and administering program budgets;
- Planning, coordinating, and implementing program components and activities;
- Ensuring compliance with applicable internal and/or external program requirements;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Troubleshoot and solve complex program issues;
- Manage and evaluate the work of assigned staff;
- Prioritize and assign work;
- Interpret academic program requirements;
- Maintain confidentiality; and
- Research, analyze, and apply relevant information to the development of departmental processes and programs.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

CPR training if needed because of site or work assignment.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.		Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.		Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

- Light work:* Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work:* Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work:* Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work:* Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights, weekends, and holidays.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.