



USC University of
Southern California

Academic Program Director Job Description

JOB INFORMATION

<i>Job Code:</i>	133124
<i>Job Title:</i>	Academic Program Director
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through subordinate supervisors.
<i>Job Family:</i>	Program Management
<i>Job Family Group:</i>	Administration
<i>Management Level:</i>	5 Manager

JOB SUMMARY

Directs the development, implementation, and growth of academic programs. Oversees program operations and administrative functions, and develops and directs short- and long-term program strategies. Establishes program policies and procedures, and is directly responsible for program design, policy development, teaching, staff administration, budgets, marketing and public relations, and fundraising.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Master's degree	
	X	Master's degree	

Additional Education

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

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		7 years	
	X	10 years	in an academic leadership role in higher education

Additional Work Experience

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

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Experience developing programs, partnerships, and funding sources.
X		Proven experience in management/leadership roles, overseeing staff and building and maintaining relationships with domestic and international stakeholders.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience resolving inquiries and complaints, and presenting information to varied audiences and maintain confidentiality.
X		Proven analytical skills, exhibiting fluency in specialized areas. Outstanding interpersonal, oral, and written communication skills, with exemplary attention to detail.
X		Experience in higher education and/or customer service.
X		Proven ability to plan, implement, coordinate and organize program logistics.
X		Demonstrated database/data entry experience.
X		Proven project management and problem solving skills, able to handle multiple timelines, changing priorities, and fluctuating workloads.
	X	Proven track record of grant writing.
	X	Experience developing project ideas and in various academic fields with industry leaders, policy makers and analysts.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Directs, plans and develops program objectives, curriculum, and/or content. Researches and identifies trends to establish program direction and develop operating and administrative policies. Adapts and executes functional or departmental business plans and contributes to strategy development.				
Directly or indirectly manages program staff. Determines organizational structure, reporting relationships and short- and long-range staffing needs based on program goals.				
Responsible for major budgetary and resource allocation decisions. Uses formal processes and tools for analyzing and managing resources, budgets, risk and program changes. Develops and manages program budgets covering operations, endowments and sponsored projects.				
Directs strategy development for recruiting, marketing and promotions. Identifies and strategizes fundraising and development opportunities, seeking funds for program operations from public and private sources.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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/
Campus Security Authority (CSA)			Essential:
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.