

HOWARD UNIVERSITY
Position Description

POSITION TITLE: Program Manager **SALARY GRADE:** HU-13
DATE REVISED: December 01, 2014 **EEO CODE:** 01
JOB CODE: 2327 **FLSA STATUS:** Exempt
BARGAINING UNIT: N/A

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION: The purpose of this position is to perform administrative work, involving considerable responsibility, complexity and variety, and to manage and coordinate activities of a designated research program. This position typically reports to an assistant/associate director, assistant/associate dean or senior administrator.

SUPERVISORY ACCOUNTABILITY: Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance.

NATURE AND SCOPE: Internal contacts include administrators, faculty, staff and students both within the department and University-wide. External contacts include government agencies, sponsor representatives, vendors, visitors, officials and the general public.

PRINCIPAL ACCOUNTABILITIES: Plan, develop, administer and coordinate new or revised program goals and objectives. Implement approved program policies and procedures.

Perform specialized administrative and academic functions, including research and analyses, program coordination and monitoring, data collection, counseling, surveys, reports and recommends program changes.

Ensure that goals and objectives specified for the program are accomplished in accordance within priorities, time and funding limitations, or other specifications.

Develop and schedule a program work plan in accordance with specifications, objectives and funding limitations. Oversee daily operations.

Coordinate program activities through delegation of assignments to staff.

Recommend additional equipment and resources for the program.

Prepare proposal for funding and/or funding continuation from outside sponsors.

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Prepare ad hoc reports, financial statements and records on program activities, progress, status or related special reports for the director.

Confer with and advise staff, students and others to provide technical advice, problem solving assistance, answers to questions and program goals and policy interpretation. Refer unfamiliar issues to appropriate department personnel.

Evaluate program effectiveness in order to develop and implement new or improved methods. Devise and implement evaluation methodologies.

Review program documents to determine acceptance or make decisions pertaining to program.

Develop and facilitate workshops, meetings, or conferences with high impact on program and/or participants. Coordinate logistics, scheduling and participant communications.

Perform other related duties as assigned.

CORE COMPETENCIES: Skill in the operation of computers, related software applications (MS Word, Excel, PowerPoint, Access) and standard office equipment.

Ability to communicate effectively orally and in writing.

Ability to establish and maintain effective and harmonious work relations with faculty, staff, students and customers.

Ability to plan, organize and coordinate work with other.

Ability to multi-task efficiently.

MINIMUM REQUIREMENTS: Bachelor's Degree and 5-7 years of related work experience. 12 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

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SIGNATURES REQUIRED:

SIGNED BY: _____
Department Manager/Supervisor

DATE: _____

CERTIFIED BY: _____
Department of Compensation and Performance Management

DATE: _____