

**USF Job Class Description**

JOB CODE: 9509

JOB TITLE: Assistant Program Director

PAY BAND: F

FLSA: Exempt

CBU: 29

Effective 12/01/2010

**Job Title: Assistant Program Director****Job Summary**

An Assistant Program Director fulfills a defined management and leadership role for a USF sponsored institute, center or program. The Assistant Program Director is responsible for managing program resources to fulfill the program mission in accordance with priorities, time and budget requirements.

**Nature of Work**

This position is responsible for performing work of an administrative, managerial, and professional nature under general supervision from a Program Director, Faculty Administrator, or faculty Principal Investigator. It is generally the second level of management in a program large enough to require additional management staff. It is not an individual contributor position. The goals, objectives and deliverables of this position will be defined by the program's leader, by the mission or charter of the program, and through communication with the source(s) of funding for the program. The Assistant Program Director manages staff, resources and administrative processes to ensure that the goals and objectives of the program are accomplished. This position requires skill in planning, budgeting, and evaluating projects, along with specific expertise in the subject matter of the program. An Assistant Program Director must be able to apply a high level written and oral communication skill for important interactions with community agencies, sources of funding, internal contacts, compliance organizations, etc.

**Examples of Duties**

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Supports the planning and implementation of the program goals to fulfill the mission of the center, program, or institute.
- Develops relationships at county, state, and national levels appropriate to the nature and goals of the program. Acts as a resource person for program information.
- Resolves field problems through written or oral communication.
- Develops and administers program budgets, reports, and updates. Monitors or oversees the monitoring of account expenditures.
- Manages, selects, trains, evaluates and manages program staff for effectiveness and efficiency.

- Performs need assessments, evaluates and analyzes individual project and overall program effectiveness; implements appropriate procedures to ensure efficiency and accuracy to fulfill program mission.
- Manages the development of internal systems and materials for delivery of programs and services.
- Reviews and analyzes research data and other literature for application to program and project initiatives.
- Participates as a member of various divisions, campus and university committees, and represents the unit or department at various community and student functions.
- Oversees the development and delivery of workshops, seminars and orientations for students, faculty and external constituencies.
- Provides training or professional development in the subject matter or methodology of the program.
- Oversees development of information flyers, web sites, newsletters, reports, internal forms and various materials to facilitate programs and services.

#### **Minimum Qualification Requirements**

This position requires a Bachelor's degree in a field directly related to the program responsibilities and three years of professional experience; or Master's degree and three years of professional experience.