JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Program Manager

Job Code: 0169

Salary Grade: S10

FLSA Status: Exempt

Job Family: Organizational Administration

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

Responsible for program management and oversight of day-to-day operations.

- Responsible for daily program management throughout the program lifecycle.
- Aligns deliverables to the program's outcome.
- Meets with stakeholders to discuss program status and goals.
- Manages the program budget. Develops proposals, negotiates and administers grants and contracts.
- Supervises staff, including hiring, training, and performance evaluation.
- Provides oversight of ongoing projects.
- Interfaces with university departments, funding sources, outside organizations and state/government agencies.
- Assesses program effectiveness and identifies areas of improvement.
- Manages program documentation, data collection, and reporting.
- Develops program goals and objectives.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

Required: Bachelor's degree.

Equivalency/Substitution: Will accept 48 months of related experience in lieu of the Bachelor's degree for a total of 96 months of related experience.

Experience:

Required: 48 months of program development, program management or related experience.

Required Certifications or Licenses:

- Valid Driver's License

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Able to communicate well and build rapport quickly with students, faculty and staff
- Proficient in Microsoft Office
- Highly organized and able to handle multiple projects and deadlines
- Able to read and interpret policy as well as State and Federal regulations
- Able to effectively evaluate projects/programs and produce comprehensive reports
- Able to supervise staff and communicate directions and expectations effectively
- Strong initiative to solve problems
- Able to work well with interdepartmental teams and initiatives

Working Conditions

Physical:
Ability to engage in repetitive motions.

Environmental:
Standard Office Environment. Frequent exposure to pressure caused by deadlines and busy periods. May be required to travel. May require contact with other departments and university officials.

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