



## Programs and Initiatives Manager

**Job Code:** 6184

**Salary Grade:** S10

**FLSA Status:** Exempt

*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.*

### Duties and Responsibilities

Manages, coordinates, and develops programs and initiatives.

- Provides direction and support for department programs and initiatives.
- Proactively addresses issues involving the department programs.
- Identifies new opportunities and develops programs and initiatives to take advantage of those opportunities.
- Establishes relationships with the outside community as well as with other departments on campus.
- Facilitates the involvement of community organizations as well as campus departments.
- Prepares regular reports on the activities and prepares special reports as needed.
- Coordinates activities with department members.
- Interfaces with department management and faculty, alumni, professionals, administrators, and the general public.
- Performs various tasks as needed to successfully fulfill the function of the position.

### Minimum Qualifications

**Education:**

Required: Bachelor's degree in Business or related field.

Equivalency/Substitution: Will accept 48 months of equivalent experience in lieu of a Bachelor's degree for a total of 72 months of experience.

**Experience:**

Required: 24 months of administrative experience.

**Certifications or Licenses:**

- None

**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
- Strong initiative to solve problems

### Working Conditions

**Physical:**

Ability to engage in repetitive motions.

**Environmental:**

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

**Printed Date:** 04/29/2026