JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Campus Program Director

Job Code: 6709

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.

Job Responsibilities

Provides strategic leadership in developing and implementing programs and initiatives that advance the campus

- Manages daily operations, budget, and office staff.
- Serve as the primary resource to instill and review campus programs, activities, policies, and processes.
- Promotes assigned programs and initiatives and geared to make improvements of students, faculty, and staff. Identifies and implements best practices.
- Responsible for short- and long-term strategic planning, implementation, and administration.
- Develops quantifiable short- and long-term program goals. Tracks and communicates progress towards these goals.
- Leverages quantitative and qualitative analysis and reporting, including data-driven insights, statistical analysis, benchmarking, and opportunity identification, to translate metrics, research, and trends into strategy. Produces annual progress reports.
- Provides ongoing evaluation and assessment of programs success. Identifies and manages existing and emerging opportunities and risks related to campus programs.
- Develops educational and programming for students.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

Required: Master's degree in related field.

Equivalency/Substitution: Will accept 72 months of related experience in lieu of the Master's degree for a total of 132 months of related experience.

Experience:

Required: 60 months in strategic leadership or related experience that includes planning and executing of programs and initiatives.

Required Certifications or Licenses:

- None

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

Knowledge, Skills, and Abilities

- A demonstrated track record of effectively working with multiple stakeholders and functions; program implementation, strategic planning, and managing across multiple vital priorities; and leveraging resources to accomplish strategic objectives.
- Success in relationship building.
- Excellent interpersonal skills and competencies to interact with individuals, including staff at all levels, faculty, and administrators.
- Exceptional professional communication and advanced presentation skills.
- Evidence of fiscal responsibility and budget management.

Working Conditions

Physical:
Ability to engage in repetitive motions.

Environmental:
Standard office environment.

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