JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Program Manager Senior

Job Code: 7157

Salary Grade: S11

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

Responsible for strategic program development, implementation and administration.

- Directs program administration, overseeing all budgets, interpreting policies and procedures, and supervision of staff.
- Monitors projects, program evaluation, and development of long-range plans.
- Writes grants and contract proposals and manages grants and contracts.
- Serves on various committees and represents the unit to public and client groups.
- Ensures the evaluation of programs and instruction.
- Directs and plans for needs assessment of client groups.
- Develops unit/divisional goals and objectives.
- Oversees project management.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

Required: Master's degree.

Equivalency/Substitution: will accept 72 months of related experience in lieu of the Master's degree for a total of 108 months of related experience.

Experience:

Required: 36 months of program administration 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
- Grant and contract management skills

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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