JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Student Program Manager

Job Code: 7277

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

Performs administration and coordination of a department, division or area, providing student programs or services including employee supervision, budget management and policy and procedure interpretation.

- Responsible for the overall administration and day-to-day operations of assigned area.
- Provides leadership and oversight in the preparation, presentation, and implementation of short and long-term departmental goals.
- Manages budget for personnel, materials, and equipment for area of responsibility.
- Interprets and administers policies and procedure.
- Participates in planning and oversight of programs and services.
- Supervises employees, including hiring, training, evaluating performance, and disciplinary action.
- Ensures effective delivery of services and customer relations.
- Develops, reports, and identifies metrics to evaluate efficiencies and suggest operational changes when warranted.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Bachelor's degree.

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

Experience:

Required: 24 months experience in administrative management including supervision.

Certifications or Licenses:

- None

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

Knowledge, Skills, and Abilities

- Proficient in Microsoft Office
- Financial or accounting experience to include analysis, auditing, and budgeting
- Highly organized and ability to handle multiple projects and deadlines
- Ability to communicate well and build rapport with students, faculty and staff
- Strong initiative to solve problems

Working Conditions

Physical:
Ability to engage in repetitive motions. Sit for long periods of time.

Environmental:
Standard office environment. Frequent exposure to pressure caused by deadlines and busy periods. Requires contact with other departments and university officials.

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