

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: MANAGER, PROGRAM DEVELOPMENT AND SPECIALIST PROJECTS

Reports To: Designated Supervisor

UW Job Code: 5306

UW Job Family: 35 - Student Service Management Support

SOC Code: 25-9099

FLSA: Exempt

Pay Grade: 23

Date: 11-1-22

JOB PURPOSE:

Provides operational leadership of special/essential projects for online program success, enrollment, and evaluation. Works directly with academic affairs leadership, program directors, deans and department chairs on academic program development, analysis, and evaluation. Stays current with data, practices, regulations, and trends essential to online program delivery in compliance with best practice and government requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists VP with special projects essential for online program delivery, engages in operational and logistical process improvement execution.
- Provides analysis, writes reports, reviews academic program proposals, advises, monitors, and assists academic affairs leadership, program directors, department chairs & deans with program development, analysis, and evaluation.
- Researches new and stays current on data, practices, trends essential to online program delivery to include Continuing and Professional Education, Competency Based Education, Prior Learning Assessment, and Independent Learning practices.
- Seeks and researches external funding sources and potential partners that provide services to adult and online student populations.
- Works collaboratively with various department on campus; serves on committees as assigned; and uses creative problem solving skills to identify gaps and remove barriers for online students

SUPPLEMENTAL FUNCTIONS:

- Other duties as assigned
- Attend and participate in related conferences.

COMPETENCIES:

- Visionary Leadership

- Strategic Planning
- Initiative
- Service Orientation
- Meeting Facilitation

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **2 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Academic course development methods and techniques.
- Applicable university, state and federal regulations, policies and procedures.
- Budgeting, cost estimating, fiscal management and cost control principles and procedures.
- Cash management and accounting principles and procedures.
- Business management and analysis techniques, concepts, and methods.
- Organizational operational structure, workflow, and operating procedures.
- Contract development for course services.
- Academic and Support Services Plan.
- Outreach Credit Programs and the Outreach School vision.
- Leadership methods and techniques.
- Problem resolution and facilitation methods and techniques.
- Employee development and performance management processes and procedures.
- Project and time management principles, practices, techniques, and tools.
- Customer service standards and procedures including developing positive partner relationships with community colleges or other vendors.

Skills and Abilities to:

- Communicate effectively, both orally and in writing.
- Participate as a member of the leadership management team for Outreach Credit Programs.
- Use independent judgment to make effective decisions impacting project work, prioritization, coordination, management and supervision of support staff activities.
- Work with staff in statewide locations.
- Understand the requirements for distance learning students and instructors.
- Maintain confidentiality.
- Interview, hire, train, motivate, and supervise support staff, including employee development and performance management.
- Develop, interpret, or modify operational policies and procedures.
- Understand and comply with applicable federal, state and University rules and regulations.

- Negotiate and prepare contracts for course program delivery.
- Determine methods of delivery for distance course programs.
- Determine costs and revenues associated with new course or program development.
- Consult with various levels of the campus community in support and development of new programs and courses.
- Perform assessments and evaluate and understand impact of statistics.
- Prepare reports and use applicable computer software and programs.
- Work as a team member and foster a cooperative work environment.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment. Occasional travel.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.