

Program/Functional Manager

Summary of Role

- Program Managers are responsible for the day-to-day operation of a program, function or work unit
- Typically report to a Director or similar level administrator

Scope

- Development and implementation of processes consistent with college, school or departmental strategies and processes
- These positions may or may not supervise others.

Education/Experience

- Bachelor's Degree in a related field or significant related experience
- Typically 3-5 years general business experience, including 2 - 3 years in management and 1 - 3 years in University/function