

### **Program Management (career ladder)**

Positions in this class manage and direct a university program of considerable scope and complexity, requiring specialized knowledge of the program and the associated processes and procedures. Employees serve as a manager or assistant manager with program authority in the area of assignment. Employees oversee all operations and services provided by staff and assist leadership with strategic planning. Responsibilities include planning, organizing and managing daily operations; human resources management and staff development; program policy and procedure design and implementation; and associated business functions. Work also includes marketing the program and defending program goals and objectives. Work may include research in the area of assignment.