



Job Description

| | | | |
|--------------------|------------------------------|---------------|--------|
| Job Title: | Program Developer | Grade: | K |
| Department: | College and Career Readiness | FLSA: | Exempt |

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Assists in development and implementation of processes, procedures, goals and objectives for students in the assigned program area; supervises staff; provide responsible staff support to the supervisor.

Characteristic Duties and Responsibilities:

1. Provides technical assistance to immediate supervisor; prepares and presents recommendations and reports; coordinates activities with other program areas.
2. Assists in the development, implementation and monitoring of procedures, goals, objectives and processes.
3. Develops and monitors staffing schedules to ensure adequate coverage for all functions.
4. May prepare documentation for the origination of sections, schedules, dates, and rooms.
5. Conducts workshops/information sessions that will enhance the development of academic skills and student retention.
6. Assists students in planning and selecting courses that meet educational and career goals.
7. Provides class referral to new and prospective students; explains policies, procedures, and program requirements.
8. Reviews need for equipment, supplies, and promotional materials and recommends purchase.
9. Performs other duties as assigned.



Job Description

| | | | |
|--------------------|------------------------------|---------------|--------|
| Job Title: | Program Developer | Grade: | K |
| Department: | College and Career Readiness | FLSA: | Exempt |

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

Reporting Relationships:

Direction Received: Reports to Associate Dean

Direction Given: Responsible for directing and monitoring the work assigned staff and volunteers

Minimum Requirements:

Associate Degree from a regionally accredited institution and two to four years of related work experience in an educational environment

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of testing administration practices

Knowledge of computer and office applications, particularly Microsoft Office and Google Docs

Ability to analyze problems, develop solutions and implement cost-effective measures

Ability to work independently, use sensible judgment and make decisions

Excellent verbal and written communication skills

Ability to work well with individuals with diverse backgrounds

Presentation skills

Working Conditions:

Typical office environment; may need to travel between buildings on campus or to different campuses for meetings and training.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. July 2012