

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2011**

PROGRAM MANAGER FOR INSTRUCTION

FLSA STATUS: EXEMPT - PAY GRADE: 20 – P

**JOB FAMILY: MANAGERIAL/SUPERVISORY – ACADEMICS
JOB FUNCTION: MANAGERIAL/SUPERVISORY**

GENERAL STATEMENT OF JOB

The Program Manager for Instruction (PMI) provides general coordination and supervision for faculty support programs including the Campus Resource Center and other instructionally related services and technical assistance. Employees in this class monitor and evaluate curriculum for existing courses, evaluate and assist in the adoption of textbooks and provide technical direction assistance and support to the faculty and students. The Program Manager for Instruction will also provide daily supervision, coordination, training and evaluation of career staff and student workers.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Recommend opportunities for faculty growth and development.

Research and analyze data on student performance and evaluate the significance of data for instructional purposes.

Assist Dean in the development and coordination of curriculum (credit and non-credit) and programs.

Plan and implement all phases of educational evaluation and research studies, including study design, sampling, quantitative and qualitative data collection and analysis and reporting.

Demonstrated ability to manage and implement complex program evaluations.

Support and coordinate any campus advisory board(s), assist in selecting industry leaders, determining meetings and agenda, coordinate with industry representatives on special programs.

Coordinate virtual convocation with committee, schedule and facilitate committee meetings, organize information into virtual platform and provide leadership, feedback and direction with assignments.

Assist students and faculty with academic related issues, utilizing problem solving and conflict resolution strategies.

Provide routine supervision to support staff in the department(s) and program(s) managing leave forms and time cards.

Assist in the screening of new faculty based on need in high demand areas.

Perform other related duties, as assigned.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

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SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Requires a bachelor's degree from an accredited institution and three (3) years of related experience.

PREFERRED QUALIFICATIONS

Master's degree from an accredited institution and experience working in Distance Learning with a strong background with Learning Management Systems.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

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Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 10/11