

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2024**

DIRECTOR OF PROGRAM INNOVATION

FLAS STATUS: EXEMPT – PAY GRADE: 24 – A

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

GENERAL STATEMENT OF JOB

The Director of Program Innovation plans, executes, and manages division-wide innovative initiatives and practices to broadly advance the quality and effectiveness of workforce-oriented programs within Academic Affairs. This position provides intermediate-term, direct leadership for programs and initiatives whose growth and success are critical for the College's strategic advancement. This position provides vision and oversees the work required in alignment with the College's strategic plan.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Leads processes that identify, design, and implement new strategies for growth and increased success across all workforce programs aligned with regional business and industry needs, inclusive of baccalaureate degree programs, A.S. and A.A.S. degree programs, college credit certificate programs, career certificate programs, and continuing workforce education programs.

Designs and implements growth and success strategies with effective change management processes, provides cross-functional leadership and makes decisions that represent the needs of internal stakeholders. Establishes effective partnerships with leadership teams and determines and assigns required project resources.

Serves as the intermediate-term academic administrator over College programs whose growth and success are critical for the College's strategic advancement.

Collaborates with Baccalaureate, Career and Technical Education (BCTE) Business and Industry Leadership Teams and strategically establishes and strengthens partnerships, explores innovative strategies, analyzes global industry trends for program enhancement opportunities, and increases visibility in the community and business environment.

Represents the College in discussions with external partners, including funding agencies; local, regional, and state meetings, educational forums, and conferences focused on innovation in higher education and/or innovation in program areas augmented through the work of the Director of Program Innovation.

Utilizes a student-centered planning approach to development of innovative workforce-oriented programs that prioritize the interests and aspirations of the individual student, employers, and associations.

Perform other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from an administrator on the Senior Academic Leadership Team.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Bachelor's degree from a regionally accredited institution supplemented by five (5) years of related experience.

PREFERRED QUALIFICATIONS

Bachelor's degree from a regionally accredited institution supplemented by experience developing innovative workforce-oriented programs, or similar experience within higher education.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

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

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, brochures, lists, etc. Requires the ability to prepare correspondence, reports, forms, requisitions, etc., using prescribed format. Requires the ability to communicate effectively in standard English. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

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

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; to utilize college algebra and descriptive statistics.

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

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

Manual Dexterity: Requires the ability to handle a variety of computers and office machines, etc. 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 giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

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). Must be able to communicate via telephone.

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions.

Effective: 6/26/24