Program Manager
Role: Program Manager

The University of Mississippi

Job Class
Job Class: 132873
Rev: 06/18
Exempt

Definition of Class
This position manages departmental programs and activities. The incumbent manages and participates in the operation of programs, promotes the development and administration of objectives and strategic goals, and builds collaborative relationships supporting program activities.

Examples of Work Performed
- Plans, develops, and executes programs, projects, and other tasks in support of operational goals and needs.
- Participates in the development of objectives and goals and develops procedures to efficiently manage operations.
- Ensures compliance with policies and procedures.
- Manages and maintains departmental records.
- Serves as liaison to internal and external constituents.
- Facilitates communication and networking among staff and faculty to build collaborative relationships.
- Monitors expenses related to programs.
- Collects, organizes, maintains, and tracks data.
- May supervise, train, and coordinate the activities of subordinate staff.
- Collects and analyzes data for use in making recommendations, assessing progress, reporting to internal or external constituents, and/or developing proposals.
- Attends related meetings and conferences.
- Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring department.
1. Plans, develops, implements and evaluates assigned programs and activities.
2. Manages and participates in the operation of programs.
3. Facilitates communication to build collaborative relationships.

Minimum Education/Experience
Education:
Bachelor’s Degree from an accredited college or university.

AND

Experience:
Three (3) years of experience related to the above described duties.

Substitution Statement:
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Competencies
Acting as a Champion for Change
Acting Decisively
Adapting to Change
Assembling Talent
Interacting with People at Different Levels
Leveraging Opportunities
Managing Risk
Navigating Organizations
Pursuing Self-Development
Sharing Information

Salary/Wage Information
To learn more about our pay structure and view our salary ranges, click here to visit the Compensation page of our Human Resources website. This link is provided for general pay information. Hourly rate or salary may vary depending on qualifications, experience, and departmental budget. Note: Unclassified positions (faculty, executives, researchers and coaches) do not have established salary ranges.

EEO Statement
The University of Mississippi provides equal opportunity in any employment practice, education program, or education activity to all qualified persons. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, pregnancy, sexual orientation, gender identity or expression, religion, citizenship, national origin, age, disability, veteran status, or genetic information.

Background Check Statement
The University of Mississippi is committed to providing a safe campus community. UM conducts background investigations for applicants being considered for employment. Background investigations include a criminal history record check, and when appropriate, a financial (credit) report or driving history check.