

Job Description

Position Title: Program Manager, Noncredit Courses Position Control Number:

Job Group: Academic Affairs

Job Level Group: Professional-Senior

FLSA Status: Exempt

Salary Grade:

Position Summary:

The Program Manager, Noncredit Courses manages, supervises, and provides oversight for all strategic and operational aspects of the Pima for Youth programs at Pima Community College. Provides non-credit educational opportunities introducing youth ages 9-17 to STEAM (science, technology, engineering, art, and math). Engages Opportunity Youth ages 16-24 not in school or employed with career and educational opportunities. Coordinates grant partnerships and youth pre-apprenticeships. Fosters youth programs to increase College attendance completion rates among student aging out of foster care system.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Creates a schedule of classes and curriculum for non-credit educational opportunities collaborating with internal and external partners.
2. Oversees financial budgets and compliance with laws and college policies. Manages projects requiring development of objectives, schedules, funding, staffing, implementation, status reports, and communication plan.
3. Equips Opportunity Youth and Foster Youth with career and educational services to acquire degree pathways.
4. Coordinates partnerships with internal workforce apprenticeship programs, workforce training organizations, and youth-serving organizations. Brings grant partnership and youth pre-apprenticeship opportunities to Pima for Youth.
5. Participates in leadership group to lead strategic planning and support Workforce Development and Continuing Education mission. Serves on internal and external boards, youth standing committees, and agencies connected to youth.
6. Provides outreach to youth in Arizona. Develops and delivers presentations to middle and high school youth and other youth-serving organizations to promote college culture.
7. Meets with students for one-on-one mentoring. Works with students, parents, counselors, and helpers to assist navigation of the college processes and career or degree exploration.
8. Steers students through enrollment, financial aid, counseling, transferring, career services, completion and persistence, library services, tutoring, and scholarship procedures.
9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of advising and counseling practices
2. Knowledge and application of various instructional methodologies
3. Knowledge of internal and external customer service principles and practices
4. Knowledge of principles and methods for promoting programs and services
5. Skill in organization, coordination and management
6. Skill in verbal and written communication with the ability to explain technical concepts to audiences with a wide range of technical skills
7. Skill in positive, productive and flexible customer service
8. Ability to apply analytical and critical thinking skills with the ability draw conclusions and prepare accurate reports of results

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Student Success: My position allows me the opportunity to support student success as well as improve access and retention.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Public Administration or a closely related field of study required.
- Master's degree in Business Administration or a closely related field of study preferred.
- Three (3) to five (5) years of related experience with administration and workforce training.
- Five (5) to eight (8) years of related experience preferred.

OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required
- Some evening or weekend work hours