**Associate Program Director Standard Job Description**

**Classification Title:** Associate Program Director

**FLSA Exemption Status:**Exempt

**Pay Grade:** 14

**Job Description Summary:**

The Associate Program Director, under general direction, assists with operations and administration, and maintains responsibility for assigned major functional units.

**Essential Duties/Tasks:**

**30% Leadership and Strategic Planning**

* Assists in developing and implementing overall strategic plans of departments and leads strategic planning for assigned areas.
* Coordinates efforts within assigned areas to ensure alignment with program goals.
* Establishes performance goals and metrics to evaluate the success of areas of responsibility.
* Leads and directs staff in strategic initiatives and ensures objectives are met.

**20% Budget Management and Fiscal Oversight**

* Assists with preparation of budgets and leads annual budgeting and expense control for assigned areas.
* Monitors budget performance, ensuring adherence to financial goals and guidelines.
* Collaborates with leadership to develop cost-effective solutions for departmental operations.

**10% Program Coordination and Policy Oversight**

* Oversees coordination of programs and ensures that program goals are consistent with Program and System missions.
* Assists in formulating and implementing policies and procedures.
* Reviews and refines program activities to enhance operational efficiency and effectiveness.

**10% Reporting and Analysis**

* Oversees State and Federal reporting for assigned program area.
* Develops reports, analyses, and surveys to assess program performance and compliance.

**10% External Relations and Collaboration**

* Facilitates relationships with internal and external clients, customers, and other interest groups.
* Engages with stakeholders to foster collaboration and address programmatic needs.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree in related field or equivalent combination of education and experience.

**Required Experience:**

* Eight years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing, spreadsheet, and database applications.
* Knowledge of management development programs and implementation, budget oversight, and strategic planning.
* Excellent verbal and written communication skills.
* Effective analytical, interpersonal, and organizational skills.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**