



Program Manager, Short Term Programs

Workforce, Technical & Computer Information Science Division

Position # 24-044

Exempt/Non-Classified/Salary Staff, full time regular, benefits eligible position. Salary is commensurate with education and experience.

Benefits

- Retirement plan with 6% mandatory every pay (biweekly) that is matched 100%
- Free \$10,000 life insurance policy
- Your choice of 7 different Health Insurance plans
- Dental, Vision, Hearing, Term Disability, Long & Short-Term Disability, Legal Insurance, Flexible Spending Accounts, Healthcare FSA, and Dependent Care FSA
- Annual and Sick leave
- Minimum 12 paid holidays per year
- WVU Parkersburg tuition waiver (if eligible) for an employee, employees' spouse or dependent of a full-time benefits eligible employee who is 24 years of age or younger

To Apply

- Submit an Employment Application packet available at www.wvup.edu/jobs
- If the position requires a degree, attach a scanned copy of your unofficial college transcripts with the Employment Application packet.
- WVUP is an Equal Opportunity/Affirmative Action Employer. Minorities/Veterans/Disabled Encouraged to Apply.

Function/Summary

The Program Manager of Short Term Programs is responsible for overseeing the design, implementation and assessment of innovative educational programs in support of the mission and strategic vision of partner agencies.

Minimum Qualifications

Education:

Required: Bachelor's degree in business or related field or equivalent experience.

Experience:

Required: 1-year experience working with business and industry.

Licensure:

Not Applicable

Knowledge, Skills & Abilities

- Excellent verbal and written communication skills.
- Comprehensive organizational skills, including project management and budget management.
- Ability to work independently, under general direction, while working from established policies and objectives.
- Ability to exercise sound judgement in prioritizing, planning, and organizing work within time, process, and results requirements.

- Ability to determine proper processes and sequences to follow based on the needs and urgency dictated by the circumstances present.
- Ability to efficiently and effectively prioritize and address the varied problems that may arise, which are often complex and can involve multiple constituencies having competing priorities.

Duties/Responsibilities

Frequency:	Duties:
30%	Operations: <ul style="list-style-type: none"> • Responsible for the creation, management, and implementation of short-term programs on a daily basis. • Serves as primary point of contact for all stakeholders. • Ensures programs have resources and support for success. • Oversees the selection of instructors and approves instructors’ contracts. • Supervises and directs short-term coordinators.
20%	Outreach to Business and Industry: <ul style="list-style-type: none"> • Creates short-term programs through sector strategy approach. • Works with local business and industry to identify resources for successful programs, including instructors for programs.
10%	Marketing/Recruitment: <ul style="list-style-type: none"> • Works with marketing and admissions to identify target populations for programs and implements strategies to reach these populations, including active recruitment.
10%	Liaison with State Agencies: <ul style="list-style-type: none"> • Works with state wide agencies and programs to ensure all criteria are met to meet requirements for financial aid services. • Identifies potential resources at the state level for workforce development and training. • Assists with grant writing as needed, e.g., HEAP’s approval for programs.
10%	Instructor Support: <ul style="list-style-type: none"> • Works with instructors to identify resources for the program and to ensure that all criteria are met to ensure it meets all necessary assessment criteria. • Provides support as needed and acts as the primary point of contact for instructors.
10%	Student Support: <ul style="list-style-type: none"> • Serves as point of contact for student questions and concerns about short-term programs. • Ensures students have met all necessary requirements, understands expectations of programs, and provides a point of contact for any issues that students may have. • Refers students to appropriate campus contacts as needed.
5%	Dean/Department Support: <ul style="list-style-type: none"> • Provides assistance to department dean on special projects as assigned.
5%	General: <ul style="list-style-type: none"> • Performs other duties as assigned.

Posted

04/09/2024 with an application deadline of 04/30/2024.