Senior Program Manager
Old Dominion University

Job Title	Senior Program Manager
Department	DEAN CONTINUING EDUCATION
Institution	Old Dominion University
	Norfolk, Virginia
Date Posted	Dec. 12, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Administration - General
Job Website	https://jobs.odu.edu/postings/19932
Apply By Email	
Job Description	

Job Summary

The Senior Program Manager will play a pivotal role in managing and elevating the quality of our credit and noncredit programming. They will lead a team of dedicated professionals and collaborate with instructors, subject matter experts (SMEs), and various support departments to ensure the successful development, execution, and evaluation of programs. In addition, this position collaborates and provides relevant programming support to facilitate student success and enrollment. These efforts include the responsibility of revenue generation, enrollment management, advising/counseling, and career management.

More specifically, the Senior Program Manager will:

- Direct the operations, planning, and development of continuing education programs. Oversee

course budgets, propose policies, develop new programs, and assist with marketing existing programs. Reach targeted audiences for non-credit programming and has responsibility for revenue goals, so the unit is self-sustaining. Partner with college stakeholders, third-party vendors, area school districts, community groups, and local businesses to provide programming that meets the needs of a diverse community.

- Oversee program specific reporting and ensure submissions for program accreditation are complete, accurate and submitted at the appropriate time. Provide data to other units as necessary to ensure CE is in compliance with all local, state and federal reporting.
- Forecast budget needs for long-range strategic planning. Monitor revenue generating programs and provide revenue and expense information to CE staff. Review financial transactions and verify deposits. Work with the Recruitment/Marketing manager on student registration and funding models.
- Supervise Program Managers and provide leadership for the team.

Position Type: Full Time

Type of Recruitment: General Public

Minimum Qualifications

- **A master's degree in business management, finance, marketing, workforce development, higher education administration, counseling, psychology, or a related field of study is required. _Or_ a bachelor's degree, in the previously mentioned fields of study, with equivalent related work experience to a master's degree may be substituted.**
- Working knowledge of information systems such as Banner or other comparable programs.
- Working knowledge of other PC-related software such as Microsoft Office products.
- Effective oral and written communication skills.
- Effective time management and organizational skills.
- Demonstrated ability to manage a complex student-focused operation.
- Demonstrated ability to perform with considerable independence in decision-making.
- Demonstrated ability to apply knowledge of program area(s) and related administrative processes.

Preferred Qualifications

- Supervisory experience
- Considerable experience working non-traditional students
- Considerable experience working in a higher education environment, or edtech environment
- Considerable experience working in a self-sustaining, revenue generating unit

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- Considerable experience using Microsoft Office products and Banner

Conditions of Employment

THIS IS A 100% REMOTE POSITION- APPLICATION REVIEW WILL BEGIN 01/10/2024

Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

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