



## POSITION DESCRIPTION

Position title	<b>Program Manager Higher Education</b>
General description	<b>Proposes, develops, plans, coordinates, and implements program activities to promote and improve physiology education and careers at the undergrad, graduate, professional, and continuing education levels.</b>
FSLA/Classification	<b>Exempt, full-time (37.5 hours per week)</b>
Reports to (title)	<b>Director, Education and Member Communities</b>
Department	<b>Education and Member Communities</b>
Date	<b>April 29<sup>th</sup>, 2019</b>

## Major Duties and Responsibilities

Rank	Duty/Responsibility	Percentage of time
1	Develop, organize and implement externally funded education projects, including development of project proposals and products, budget development and management, management of project timelines and activities, collection and analysis of evaluation data from project, and preparation of project publications and reports for broad publication. Project management and supervision of staff are key activities as are use of online interactive professional development, and collaboration with external organizations as partners. Examples of projects include the undergraduate summer research programs and trainee research awards and fellowships programs.	35%
2	Develop, organize and implement internally funded career and professional development activities promoting excellence in higher education for both trainees and career scientists. Activities include development of internal proposals and products, budget development and management, management of project timelines and activities, collection and analysis of evaluation data from project, and preparation of project publications and reports for broad publication. Project management and supervision of staff are key activities as are development, monitoring and use of online interactive professional development. Examples of projects include faculty refresher courses, symposia at the APS annual meeting undergraduate orientation and poster session, and graduate student outreach program.	35%
3	Develop, organize and implement (including supervision of staff) APS-sponsored educational, career and professional development activities and studies based on interactions with APS committees. Report on activities and outcomes of existing and new programs to committees. Examples include committee-organized blogs, social media streams, and trainee-focused sessions at the APS annual meeting.	10%
4	Collaborate in the initiation and preparation of grant proposals, annual reports and renewals to support externally funded education projects.	5%
5	Design, develop, manage, and supervise the updating of related sections of the APS website.	5%
6	Represent the Society to other organizations and present APS programs during conferences and workshops. Work with other APS departments (Marketing, Communications, Meetings, Finance) on collaborative projects and management issues.	5%
7	Collaborate with the Life Science Teaching and Resource Community (LifeSciTRC)/Professional Skills Training (PST) Managers on the development and dissemination of teaching materials through the APS digital library.	5%

**Incumbent is expected to perform other duties as assigned by the Chief Science Officer in support of the organization's goals and the Society's needs.**



Position titles of direct reports	# in position	# supervised by direct reports	
		Exempt	Non-exempt
Project Assistant	1		1

Knowledge & Skills	Indicate the <b>minimum</b> education level (or equivalent experience) required in your position.		List the skills applicable to your position and indicate the <b>minimum</b> proficiency required: A= Novice; B= Proficient; C=Expert		
	Check those which apply	Subject or major field of study	Skill (Specify equipment/system)	Minimum Proficiency	
		High school		Writing skills for reports and/or grant proposals	A
		Prof/technical		Familiarity with literature on higher education research, policies, and programs	
		College courses			
	X	Bachelor's degree			
		Master's degree		Spreadsheets and/or databases use	B
		Other (PhD)		Survey use and data analysis skills	B
	X	Years of Experience	5-7 years of experience in Program Management	Understanding of key issues in higher education and promoting interest in science careers.	B
			Grant Management Skills	A	

Decisions	Give two or three examples of decisions you make or actions you may take without prior approval.		The program manager may coordinate with committees to implement their programming at the APS annual meeting, manage the award application process, advise award recipients and fellows on award requirements and oversee fellowship activities.	
		Give two or three examples of decisions you refer to a higher authority.		The Higher Education Program Manager works with the Dir. of Education and Member Communities, Chief Science Officer and appropriate Committee chairs to develop general procedures, policies, and timelines for career and professional development activities. Decisions regarding budget and approval of major expenditures are cleared by Dir. of Education and Member Communities. Approval of teaching materials, posters, brochures, and online/in-person course materials are by Dir. of Education and Member Communities and Chief Science Officer.

Guidelines	Indicate any special policies, formal procedures, or precedents that guide your work.		APS Bylaws and Operational Guide	
		Indicate the work that requires you to apply the greatest amount of judgment.		Higher Education Program Manager develops ongoing timelines for each of the continuing programs while allocating time for the development of new initiatives, proposals, and reports.

Challenges	Briefly describe the most difficult problems you encounter and complex tasks you perform in your work.		Higher Education Program Manager works with multiple organizations on collaborative programs. Getting all organizations to meet deadlines and find collaborative solutions can be challenging.	
		Briefly describe the work which provides the greatest opportunity to use new or different methods or innovative approaches.		Encouraging committee chairs and members to meet necessary deadlines for keeping new and continuing programs on schedule.  The online professional development course for undergraduate summer research fellows and annual meeting activities such as the Undergraduate Orientation and Undergraduate Poster Session.



<b>Working Conditions</b>	<p>This position requires sitting (80%), standing (5%), and walking (15%). Additional physical requirements are as follows:</p> <ul style="list-style-type: none"> <li>• Occasionally requires lifting materials of approximately 20 lbs.</li> <li>• Often requires computer responsibility which involves extensive use of keyboard, mouse and monitor.</li> </ul>
	<p>Work Environment/Conditions:</p> <ul style="list-style-type: none"> <li>• Dayshift hours primarily</li> <li>• Travel and other work related assignments on weekends are possible.</li> </ul>

<b>APS Internal and External Relationships</b>	Position	Department/Organization	Purpose
	Dir. of Education and Member Communities	APS	Supervision of overall activities.
	Sr. Program Managers	APS	Working on collaborative projects such as the annual meeting, and exhibit planning as well as professional development course activities.
	Program Assistant	APS	Directing and assigning work. Ensuring work is complete, accurate and of high quality.
	Grants Assistant – Business Office	APS	Payment of stipends to fellows and awardees, as well as payments to vendors.
	Manager – Information Systems and Systems Support Specialist	APS	Working with the APS award site and Personify.
	Chief Science Officer	APS	Reporting on programs and receiving suggestions on program activities as needed.
	Committee chairs and members	APS	Committee activities, award and fellowship programs and new initiatives.
	APS members	APS	Program applications submission and review.
	Other Society representatives		Advise on grant activities; report on progress made; propose improvements or new grant activities.
Printers		Ensure prompt and accurate printing of materials for exhibits and APS annual meeting.	