

Job Series Matrix

Job Family: Administration		Job Series: Academic Program Professional	
Job Series Summary: Plan and administer both academic and research programs and services. Interpret principles and concepts generated by faculty, develop ideas and options for faculty review and decision, and then develop and implement instruction and research programs reflecting faculty interest. Special subject matter expertise in academic and/or research area is required for these jobs. Program management jobs without a research specialty may be better classified in Administrative Services Administrator series.			
Job Title: Academic Program Professional 1	Job Title: Academic Program Professional 2	Job Title: Academic Program Professional 3	Job Title: Academic Program Professional Manager
Job Code: 4111	Job Code: 4112	Job Code: 4113	Job Code: 4116
Grade: H	Grade: J	Grade: K	Grade: L
Exemption: Exempt	Exemption: Exempt	Exemption: Exempt	Exemption: Exempt
Effective/Revision Date: 6/1/2018	Effective/Revision Date: 6/1/2018	Effective/Revision Date: 6/1/2018	Effective/Revision Date: 04/01/2015
Job Purpose	Job Purpose	Job Purpose	Job Purpose
Work under the direction of faculty or other management to implement and administer the vision, strategy, and goals of the assigned academic entity/program(s) utilizing specialized/technical knowledge.	Work under the general direction of faculty or other management to develop, implement, and administer the vision, strategy, and goals of the assigned academic entity/program(s). Participate in entity/program strategy development, long-range planning, and partnership development.	Work under broad direction of faculty or management to identify opportunities, develop strategy, and lead, implement, and administer large academic programs. Serve as expert advisor to faculty and staff and have a large role in program/entity strategy development, long-range planning, and partnership development.	Manage program-related staff assigned to academic programs and projects, while also managing all aspects of program development, implementation, and evaluation.
Core Duties	Core Duties	Core Duties	Core Duties
<ul style="list-style-type: none"> Oversee and administer research activities by evaluating academic programs, making recommendations that impact policies and programs, and coordinating and implementing changes. Collect and analyze data, create reports, review and explain trends to determine program effectiveness; formulate and evaluate alternative solutions and/or recommendations to achieve the goals of the program. Teach and/or assist in the teaching and administration of courses. Create and/or advise in the development of curriculum. Make recommendations for course improvements. Write and edit content for proposals, peer-reviewed publications, and other program activities under the general direction of PI. Assist with the development of research grants, (i.e., may suggest new funding opportunities, write portions of grants, and/or summarize data for grant support). Represent the program or function as the key contact and subject matter expert within the department, unit or school and develop communications for internal and external constituencies. Organize and/or participate in outreach activities such as events, 	<ul style="list-style-type: none"> Develop and manage research programs by conducting research activities, including outreach to varied stakeholders within the program, assigning resources and making program improvement recommendations that impact policies and programs. Identify, recommend and implement opportunities for new research. Source, collect and analyze data, create reports, review and explain trends; formulate and evaluate alternative solutions and/or recommendations to achieve the goals of the program or function. Teach and/or assist in the teaching and administration of courses. Develop curriculum. Develop curriculum-rating survey, detailed feedback on courses and make recommendations for preliminary overview and changes. Write and/or edit complex content for proposals, research grants, peer-reviewed publications, and other program activities. Contribute to and inform on strategic program/entity planning and related funding and financial sustainability. May advise students and/or coach/mentor clients. Develop or contribute to outreach strategy related to program communications, development, partnerships, and fundraising/funding. 	<ul style="list-style-type: none"> Lead and oversee development, implementation, administration, and evaluation of programs. Oversee analysis, reporting, and program improvements. Oversee the development, adherence to, and implementation of program policies and procedures. Lead strategic planning for the program/entity. Represent the entity or program to the broader university, external community, and other stakeholders. Provide expert consultation related to program development, funding opportunities, or other specialty area. Develop outreach strategy related to program communications, development, partnerships and fundraising/funding. Identify external funding opportunities and write proposals and research grants. Develop and oversee strategic financial planning and sustainability for the program/entity, as needed; monitor performance and ensure appropriate controls. Teach or co-teach courses; oversee the administration of courses; create and/or advise in the development of curriculum; and/or advise students, coach and mentor clients and program staff. Coach and mentor program staff. 	<ul style="list-style-type: none"> Provide leadership direction to assigned staff in the program area, and oversee subordinate staff with program responsibility. Design, develop, and oversee implementation of the most complex programs. Devise and implement vision, strategy, goals, and resource development in consultation with faculty director. Assess entity/program efficacy. Shape development of research and/or teaching programs. Provide guidance to program staff or instructors. Define the overall activities of research/ teaching program(s), allocate appropriate staffing and other resources to achieve objectives. Develop and direct related policy. Provide strategic and financial advice to faculty director and/or senior management. Coordinate grant proposal submissions. Develop, maintain, and control the financial budget related to program(s); shape financial strategy and long-range financial planning. Serve as the principal advocate with foundations, funding, and gift sources.

Job Series Matrix

<p>partnerships, fundraising, training, and conferences. Lead workshops and facilitate meetings.</p> <ul style="list-style-type: none"> • Monitor expenses, budgets, and finances of the program. Make recommendations on funding based on program spend. • May oversee and train student workers. 	<ul style="list-style-type: none"> • Coach and mentor program staff. 		
Minimum Education and Experience Required	Minimum Education and Experience Required	Minimum Education and Experience Required	Minimum Education and Experience Required
<p>Bachelor's degree and two years of relevant experience or combination of education, training, and relevant experience. Advanced degree may be required for some programs. Program administration and or research experience may be required.</p>	<p>Bachelor's degree and three years of relevant experience or combination of education, training, and relevant experience. Advanced degree may be required for some programs. For jobs with financial responsibilities, experience managing a budget and developing financial plans.</p>	<p>Advanced degree and five years of relevant experience in area of specialization or combination of relevant education, training, and/or experience. For jobs with financial responsibilities, experience managing a budget and developing financial plans. Experience developing program partnerships and funding sources.</p>	<p>Advanced degree or combination of relevant education, training, and/or experience. Typically five or more years of relevant experience in area of specialization and five or more years relevant experience managing staff. Experience managing a budget and developing financial plans, program partnerships and funding sources.</p>
Minimum Knowledge, Skills and Abilities Required	Minimum Knowledge, Skills and Abilities Required	Minimum Knowledge, Skills and Abilities Required	Minimum Knowledge, Skills and Abilities Required
<ul style="list-style-type: none"> • Demonstrated oral, written, and analytical skills, exhibiting fluency in area of specialization. • Ability to oversee and provide basic direction to staff. 	<ul style="list-style-type: none"> • Ability to develop program partnerships and funding sources. • Excellent oral, written, and analytical skills, exhibiting fluency in area of specialization. • Ability to oversee and direct staff. • Basic knowledge of managing budgets and developing financial plans. 	<ul style="list-style-type: none"> • Ability to develop program partnerships and funding sources. • Advanced oral, written, and analytical skills, exhibiting fluency in area of specialization. • Ability to oversee and direct staff. • Ability to manage budgets and develop financial plans. 	<ul style="list-style-type: none"> • Ability to develop program partnerships and funding sources. • Advanced oral, written and analytical skills exhibiting fluency in area of specialization. • Excellent leadership skills. • Ability to manage budgets and develop financial plans.
Certificates and Licenses Required	Certificates and Licenses Required	Certificates and Licenses Required	Certificates and Licenses Required
<ul style="list-style-type: none"> • For teaching jobs, advanced degree or certification may be required for some programs. 	<ul style="list-style-type: none"> • For teaching jobs, advanced degree or certification may be required for some programs. 	<ul style="list-style-type: none"> • For teaching jobs, advanced degree or certification may be required for some programs. 	<ul style="list-style-type: none"> • For teaching jobs, advanced degree or certification may be required for some programs.
Physical Requirements	Physical Requirements	Physical Requirements	Physical Requirements
<ul style="list-style-type: none"> • Frequently stand/walk, sitting, grasp lightly/fine manipulation, perform desk-based computer tasks. • Occasionally use a telephone, writing by hand, lift/carry/push/pull objects that weigh up to 40 pounds. • Rarely sort/file paperwork or parts, lift/carry/push/pull objects that weigh >40 pounds. • Ability to use voice to present information/communicate with others. • On-campus mobility. 	<ul style="list-style-type: none"> • Frequently stand/walk, sitting, grasp lightly/fine manipulation, perform desk-based computer tasks. • Occasionally use a telephone, writing by hand, lift/carry/push/pull objects that weigh up to 40 pounds • Rarely sort/file paperwork or parts, lift/carry/push/pull objects that weigh >40 pounds. • Ability to use voice to present information/communicate with others. • On-campus mobility. 	<ul style="list-style-type: none"> • Frequently stand/walk, sitting, grasp lightly/fine manipulation, perform desk-based computer tasks. • Occasionally use a telephone, writing by hand, lift/carry/push/pull objects that weigh up to 40 pounds • Rarely sort/file paperwork or parts, lift/carry/push/pull objects that weigh >40 pounds. • Ability to use voice to present information/communicate with others. • On-campus mobility. 	<ul style="list-style-type: none"> • Frequently stand/walk, sitting, grasp lightly/fine manipulation, perform desk-based computer tasks. • Occasionally use a telephone, writing by hand, lift/carry/push/pull objects that weigh up to 40 pounds • Rarely sort/file paperwork or parts, lift/carry/push/pull objects that weigh >40 pounds. • Ability to use voice to present information/communicate with others. • On-campus mobility.
Working Conditions	Working Conditions	Working Conditions	Working Conditions
<ul style="list-style-type: none"> • May work extended hours, evenings or weekends. • May travel locally. • Occasional overnight travel. 	<ul style="list-style-type: none"> • May work extended hours, evenings or weekends. • May travel locally. • Occasional overnight travel. 	<ul style="list-style-type: none"> • May work extended hours, evenings or weekends. • May travel locally. • Occasional overnight travel. 	<ul style="list-style-type: none"> • May work extended hours, evenings or weekends. • May travel locally. • Occasional overnight travel.

Job Series Matrix

Work Standards	Work Standards	Work Standards	Work Standards
<ul style="list-style-type: none"> • Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations. • Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned. • Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, http://adminguide.stanford.edu/. 	<ul style="list-style-type: none"> • Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations. • Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned. • Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, http://adminguide.stanford.edu/. 	<ul style="list-style-type: none"> • Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations. • Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned. • Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, http://adminguide.stanford.edu/. 	<ul style="list-style-type: none"> • Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations. • Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned. • Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, http://adminguide.stanford.edu/.