



*Classification Specification for Unclassified Service*  
**Developed for Equal Opportunity**

**OSU TITLE CODE (FLSA STATUS): 6810 (EXEMPT)**

**CLASSIFICATION TITLE (PAY RANGE): PROGRAM DIRECTOR (67)**

**Reports to:** Dean, Director or other designated official

**Function Statement:**

To direct, coordinate and administer a variety of continuing education/community service programs, projects or series.

**Characteristic Duties:** *(These duties are illustrative only.) Incumbents may perform some or all of these duties or other job-related duties as required.*

Direct, coordinate and administer specific programs including Occupational and Professional Programs or Urban and Community Programs.

Identify areas requiring new and revised educational or community programs.

Develop and promote new and revised programs, including proposals, courses, workshops and conferences.

Recommend specific budgetary needs for programs and implement approved budgets.

Serve as resource person to University and community groups in developing appropriate programs.

Develop and modify policies and procedures as they relate to specific programs.

Publicize and promote programs using a variety of methods including development of promotional materials and giving public lectures.

Prepare reports and conduct special studies as required.

Evaluate the effectiveness of specified programs and recommend changes as needed.

**Supervision Exercised:**

Provides administrative and functional supervision over supporting supervisors and staff.

*This description is intended to indicate the kinds of tasks and levels of work that will be required of positions assigned to this classification and shall not be held to exclude other related duties which are not mentioned.*

**Qualifications: (Including license, if any.)**

A Master's degree in an appropriate field or an equivalent combination of education and experience is required. Considerable knowledge of education administration and principles is required. Considerable experience in program planning and administration is required. A Doctoral degree may be desirable for some positions.

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