

Auto req ID: 19740BR

School/Unit: Harvard School of Public Health

Department: Center for Continuing Professional Education

Position Title: Program Manager

Duties & Responsibilities: Reporting to the deputy director, this position is responsible for assigning and supervising the daily tasks of the program associate team who are responsible for communication with faculty and participants, facilities and event scheduling, program finances, and providing oversight of all program related vendor relations. Under the direction of the deputy director, the program manager is responsible for evaluating performance, performance management and effectively recommending hiring and firing decisions of programming staff. This position manages and implements the Center's continuing professional education courses and conferences. The program manager maintains and tracks the program calendar, incorporating critical dates that affect programming and assigns program staff to program activities. The program manager attends program review and planning meetings to communicate ways in which the program content can be strengthened and to prepare for the next program cycle. Providing oversight of programming processes such as electronic documents including the programming manual and forms, the program manager works with the deputy director to develop policies and standards within the department. In addition, the program manager collaborates closely with the Center's management team to analyze and report on program finances, especially as it relates to pricing and enrollment. The program manager assists the deputy director as program liaison between the Center and other departments within HSPH, and in the research and development of new programs, products, services, and channels of distribution. This includes the monitoring, reporting and development of program activities supported by the grant from the National Institute of Occupational Safety and Health (NIOSH). This position manages and coordinates all aspects of the CCPE Advisory Committee, which includes working with program directors on new program proposals and program assessment survey (PAS) preparation and submission, as well as maintains accurate program documentation in accordance with the ACCME Essentials and Standards. The Program Manager will attend all CCPE Advisory Committee meetings and report on programs to be reviewed as well as on the status of the Center's program portfolio.

Basic Qualifications: BA and 3+ years of progressive program management and supervisory experience. Demonstrated proficiency with Microsoft Office, familiarity working with databases, and ability to learn new programs as needed.

Additional Qualifications: Experience in public health education and/or within an academic environment strongly preferred. Previous experience or understanding of the Harvard financial system a plus. This position requires skills needed to work effectively in a professional team environment including excellent verbal/written communication, project management, interpersonal, customer service and management skills. Ability to maintain confidentiality as well as manage multiple demands and projects collaboratively under deadline pressure.

Pre-Employment Screening: Credit

Removal Date: 13-Oct-2010