### Job Series Matrix

<table>
<thead>
<tr>
<th>Job Family: Administration</th>
<th>Job Series: Academic Program Professional</th>
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#### 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.

#### Job Title: Academic Program Professional 1

- **Job Code:** 4111
- **Grade:** H
- **Exemption:** Exempt
- **Effective/Revision Date:** 04/01/2015

**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).

**Core Duties:**
- Develop, implement, administer, and evaluate programs, including outreach to varied stakeholders by: conducting research activities within the program; analyzing data, creating reports, reviewing trends, and making program improvement recommendations. May develop or contribute to outreach strategy related to program communications, development, partnerships, and fundraising/funding.
- May teach and/or assist in the teaching and administration of courses. Create and/or advise in the development of curriculum. May advise students and/or coach/mentor clients.
- Write and edit content for proposals, research grants, peer-reviewed publications, and other program activities.
- Perform outreach activities, including program communications, events, conferences, partnerships, and/or fundraising.
- Monitor expenses, budgets, and finances of the program.

#### Job Title: Academic Program Professional 2

- **Job Code:** 4112
- **Grade:** J
- **Exemption:** Exempt
- **Effective/Revision Date:** 04/01/2015

**Job Purpose:**
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.

**Core Duties:**
- Participate in assigned research activities and/or programs by participating in the development of programs within assigned area or entity, implementing, administering, and evaluating programs; and/or analyzing data, creating reports, reviewing trends, and making program improvement recommendations.
- May teach and/or assist in the teaching and administration of courses, as needed. Assist in the development of curriculum.
- Write and edit content for proposals, research grants, peer-reviewed publications, and other program activities.
- Perform outreach activities, including program communications, events, conferences, partnerships, and/or fundraising.
- Monitor expenses, budgets, and finances of the program.

#### Job Title: Academic Program Professional 3

- **Job Code:** 4113
- **Grade:** K
- **Exemption:** Exempt
- **Effective/Revision Date:** 04/01/2015

**Job Purpose:**
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.

**Core Duties:**
- 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.
- May teach or co-teach courses; oversee the administration of courses; and/or advise in the development of curriculum; and/or advise students, coach and mentor clients and program staff.

#### Job Title: Academic Program Professional Manager

- **Job Code:** 4116
- **Grade:** L
- **Exemption:** Exempt
- **Effective/Revision Date:** 04/01/2015

**Job Purpose:**
Manage program-related staff assigned to academic programs and projects, while also managing all aspects of program development, implementation, and evaluation.

**Core Duties:**
- 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

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<thead>
<tr>
<th>Minimum Education and Experience Required</th>
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<td>Bachelor’s degree and two or more years of relevant experience or combination of education, training, and relevant experience. Advanced degree may be required for some programs. Research experience. Program administration experience may be required.</td>
<td>Bachelor’s degree and three or more 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.</td>
<td>Advanced degree and five or more 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.</td>
<td>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 relevant experience managing staff. Experience managing a budget and developing financial plans, program partnerships and funding sources.</td>
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<th>Minimum Knowledge, Skills and Abilities Required</th>
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<td>Demonstrated oral, written, and analytical skills, exhibiting fluency in area of specialization. Ability to oversee and provide basic direction to staff.</td>
<td>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.</td>
<td>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.</td>
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<td>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 &gt;40 pounds. Ability to use voice to present information/communicate with others. On-campus mobility.</td>
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<td>• Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations.</td>
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<td>• 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.</td>
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<td>• 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, <a href="http://adminguide.stanford.edu/">http://adminguide.stanford.edu/</a>.</td>
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