



**PROJECT MANAGER/TED  
NON-BARGAINING UNIT**

**GRADE 14  
EXEMPT**

**BASIC FUNCTION**

Manage all aspects of projects within the scope of the Technology Extension. Projects may include TED online courses; credit and degree programs offered by the Division and public course offerings and series. Typical projects may include but are not limited to: TED online courses; credit and degree programs offered by the Division; and public course offerings and series.

**JOB DUTIES & CHARACTERISTICS**

- Identify and promote new initiatives.
- Develop and execute a plan in response to an initiative. This may include, but not limited to: marketing; customer service; student support services; vendor identification, selection and management; content and curriculum review; budget development and tracking; course logistics; interaction with college departments and personnel; and collections.
- Identifies resources needed for project initiative.
- Manage day to day operational aspects of project as well as project oversight on behalf of the Division.
- Represent the Division to external constituencies.
- Ensure that corporate degree students are accurate in their degree plan and expected date of completion.
- Represent the Division to various college departments, college committees or at college meetings.
- Makes presentations to groups or companies on behalf of the Division.
- May function in lieu of the Director on various administrative tasks including but not limited to: payroll and equipment/supply order.
- Duties performed in standard office setting but with predictable need for travel.
- Work outside of regular business hours may be expected.
- Valid Vermont driver's license required.
- Other duties as assigned.

**SUPERVISION RECEIVED**

General supervision is received from the Director of the Technology Extension Division.

**SUPERVISION EXERCISED**

Administrative and functional supervision of one or two student employees.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in Business or Marketing or other appropriate discipline plus 4-6 years of relevant experience in a college/continuing education environment or a combination of education and experience from which comparable knowledge and skills are required.

Certification in Project Management desirable.

- Excellent computer application skills including word processing, e-mail, presentation and Excel.
- Significant experience in graphic and web design
- Strong budget management skills
- Public speaking and customer service abilities
- Excellent organizational and communications skills