



POSITION DESCRIPTION

Position title	Sr. Programs Manager, Higher Education Programs	
General description	As a seasoned professional, proposes, develops, plans, coordinates, and implements all higher education program activities to promote and improve physiology education at the undergraduate, graduate, and professional levels. Ensures that these programs are of the highest quality and standards.	
Grade level/type	G	
Reports to (title)	Director, Education Programs	
Department	Education	
Completed by	Marsha Matyas	Date: February 2017

Major Duties and Responsibilities

Rank	Duty/Responsibility	Percentage of time
1	Develop, organize and implement externally funded higher education projects at the undergraduate, graduate, professional and continuing education level. This includes development of project proposals and products, budget development and management, management of project timelines and activities, collection and analysis of evaluation data from project, and preparation of project publications and reports for broad publication in scientific literature. Project management and supervision of staff are key activities. Examples of projects include the Physiology Educators Community of Practice (PECOP) Research Collaboration Network, Life Science Teaching Resources Community Network Expansion, and ADInstruments-sponsored awards and events.	35%
2	Develop, organize and implement internally funded higher education activities at the undergraduate, graduate, professional and continuing education levels. This includes development of internal proposals and products, budget development and management, management of project timelines and activities, collection and analysis of evaluation data from project, and preparation of project publications and reports for broad publication in scientific literature. Project management and supervision of staff are key activities as are use of social media and online interactive professional development. Examples of projects include careers in physiology programs, trainee programs, and undergraduate summer research fellowships.	30%
3	Develop, organize and implement (including supervision of staff) new APS-sponsored higher education activities and studies based on interactions with Education, Career Opportunities in Physiology, Trainee Advisory, Teaching of Physiology Section, and joint programs with Chairs organization. Report on activities and outcomes of new programs to committees.	10%
4	Collaborate in the initiation and preparation of grant proposals and annual reports/renewals to support externally funded education projects.	5%
5	Design, develop, manage, and supervise the updating of the APS Career Web, Career Mentoring Web, Medical Physiology Course Directors Web, and Higher Education Web.	10%
6	Represent the Society to other organizations and present APS programs during conferences and workshops.	5%
7	Manage the general dissemination of higher education career materials to the membership and public.	5%



Incumbent is expected to perform other duties as assigned by the Executive Director in support of the organization's goals and the Society's needs.

Position titles of direct reports	# in position	# supervised by direct reports	
		Exempt	Non-exempt
Project Assistant (shared)	1		1
Project Coordinator, Undergraduate Education Programs	1	1	

Knowledge & Skills	Indicate the minimum education level (or equivalent experience) required in your position.		List the skills applicable to your position and indicate the minimum proficiency required: A= Novice; B= Proficient; C=Expert		
	Check those which apply	Subject or major field of study	Skill (Specify equipment/system)	Minimum Proficiency	
		High school		Writing skills for reports and/or grant proposals	B
		Prof/technical		Teaching and/or research experience in higher education	B
		College courses		Familiarity with Internet resources for professional development	B
		Bachelor's degree		Web page development	B
	X	Master's degree	Physiology/Physiology Education/Education	Spreadsheets and/or databases use	B
	X	Other (PhD)	Physiology/Physiology Education/Education	Survey use and data analysis skills	B
X	Other	Minimum of 5 years related experience	Understanding of key issues in undergraduate and graduate physiology education	B	

Decisions	Give two or three examples of decisions you make or actions you may take without prior approval.		Once general procedures and timelines are approved, the Sr. Manager, Higher Education Programs will implement those programs and policies
		Give two or three examples of decisions you refer to a higher authority.	

Guidelines	Indicate any special policies, formal procedures, or precedents that guide your work.		APS Bylaws and Operational Guide
		Indicate the work that requires you to apply the greatest amount of judgment.	

Challenges	Briefly describe the most difficult problems you encounter and complex tasks you perform in your work.		Sr. Program Manager, Higher Education Programs works with multiple organizations on collaborative programs. Getting all organizations to meet deadlines and find collaborative solutions can be challenging.
		Briefly describe the work which provides the greatest opportunity to use new or different methods or innovative approaches.	



	Position	Department/ Organization	Purpose
APS Internal and External Relationships	Dir. of Education Programs	APS	Supervision of overall activities
	Sr. Program Managers and Program Managers	APS	Working on collaborative projects such as EB planning and exhibit planning.
	Project Coordinator for Undergraduate Education and Project Assistant	APS	Directing and assigning work
	Grants Assistant – Business Office	APS	Payment of stipends to fellows and awardees and Personify payments
	Manager – Information Systems and Systems Support Specialist	APS	Working with the APS Website and Personify
	Executive Director	APS	Reporting on programs; receiving suggestions on program activities
	Committee chairs and members	APS	Committee activities, funding and fellowship programs and new initiatives
	APS members	APS	Program applications submission and review
	Other Society representatives		Advise on grant activities; report on progress made; propose new grant activities
	Printers		Ensure prompt and accurate printing of materials
	Education Program Analyst	APS	Working collaboratively on program data analysis

Working Conditions	<p>This position requires sitting (80%), standing (5%), and walking (15%). Additional physical requirements are as follows</p> <ul style="list-style-type: none"> Occasionally requires lifting materials of approximately 20 lbs. Often requires computer responsibility which involves extensive use of keyboard, mouse and monitor.
	<p>Work Environment/Conditions:</p> <ul style="list-style-type: none"> Dayshift hours primarily Travel and other work related assignments on weekends is possible.