



## Classification Description

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**Job Title:** Program Director, Daveler Institute of Entrepreneurship

**Pay Grade:** 120

**Job Code:** 4253

**FLSA Status:** Exempt

### **Job Purpose**

The Program Director of the Daveler Institute of Entrepreneurship is responsible for the oversight and administration of the institute's entrepreneurial programs. This role involves designing, implementing, and evaluating effective instructional systems, ensuring alignment with accreditation standards, and the institute's mission. The Program Director provides leadership in program development, faculty management, student support, and community engagement to foster a thriving entrepreneurial ecosystem.

### **General Responsibilities**

#### **Essential Functions**

Provides instructional support across various formats, including lectures, workshops, seminars, and online platforms, to deliver high-quality entrepreneurial education.

Establishes program goals, objectives, and strategic initiatives in cooperation with the Dean of the School of Business and Technology, institute faculty, and advisory committees.

Recruits, trains, evaluates, and motivates staff members to ensure program effectiveness and student success.

Works collaboratively with faculty to ensure program effectiveness and student success.

Implements assessment strategies to evaluate program effectiveness, ensuring continuous improvement in instructional quality and student learning.

Fosters effective communication channels within the institute and with external stakeholders to facilitate collaboration and innovation.

Leads student recruitment efforts, advising prospective students and organizing recruitment events to promote program awareness.

Coordinates student experiences, providing guidance and support to enhance retention and foster student success.

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Coordinates events that will be sponsored by the Institute including, but not limited to, Pitch Competitions and community events.

Leads the development and implementation of FSW's Innovation Lab, overseeing all aspects from facility design to equipment procurement.

Responsible for hiring and management of Innovation Lab staff.

Compiles and analyzes data on program outcomes and student achievements to demonstrate program effectiveness.

Participates in advisory committees, departmental meetings, and other collaborative activities, as assigned.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

### **Knowledge, Skills and Abilities**

#### **Minimum Qualifications**

Master's degree or higher from a regionally accredited institution of higher education in a relevant field.

Experience in entrepreneurship education or related areas.

Strong understanding of instructional design principles and educational technologies. Excellent communication, leadership, and organizational skills.

Ability to collaborate effectively with diverse stakeholders and build partnerships.

Proficiency in computer applications and technology tools relevant to program management.

Commitment to promoting entrepreneurship and fostering innovation.

Ability to analyze complex situations and make strategic recommendations.

Strong customer service orientation and professionalism.

Demonstrated ability to work collaboratively in a fast-paced environment.

Ethical conduct and discretion in handling confidential information.

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Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

### **Work Conditions/Physical Demands/Special Conditions**

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

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Environmental: Normal general office with occasional travel required.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: May 28, 2024. Revised: October 28, 2024, and November 18, 2024.