

**OREGON UNIVERSITY SYSTEM
UNCLASSIFIED SERVICE POSITION DESCRIPTION**

Working Title: CACG Program Manager	(X) New Position
Department: Student Success Initiatives	() Revised Date:
Employee Name: TBD	(X) Exempt (from overtime)
Reports To: Director of College Access Programs	() Non-Exempt (overtime eligible)
Actual FTE: 1.0	Job Group 30

GENERAL DESCRIPTION OF THE POSITION

This position is part of the Chancellor’s Office and is assigned to work with and for the College Access Challenge Grant Program. This position requires a high degree of initiative, decision-making, organizational skills, attention to detail, and the establishment of an internal work schedule/job priorities on a day-to-day basis.

The CACG Program is a statewide effort to increase the number of Oregon K-12 students who attend postsecondary education by expanding the capacity of programs which provide pre-college enrichment opportunities so they can serve greater numbers of students with high quality programming. The Program Manager serves as an expert resource to the program partners; manages the re-granting process for pre-college partners; actively seeks additional partners and new opportunities to expand the reach of CACG; and works with the Director of College Access Programs to ensure efficiencies of service to schools, colleges, and other partners.

As part of the CACG team, this position works closely with the other CACG staff including the Project Director, the Program Assistant, student workers, the CACG-funded ASPIRE staff and other contractors in the implementation and successful operation of CACG. The position reports directly to the Director of College Access Programs.

This position is funded by a grant that is subject to annual renewal over a period of up to a maximum of five years, through the US Department of Education.

DESCRIPTION OF SPECIFIC DUTIES AND PERCENTAGE OF TIME

This position has a broad range of functions and responsibilities that include but are not limited to the following:

Percent	Task
30	• Provides technical assistance to pre-college access providers seeking to partner with the CACG. Assistance includes: goal setting, use of data, compliance with grant requirements, regular contact by phone and email, dissemination of national and state best practices related to the goals of CACG, and yearly site visits.
20	• Facilitates communication among CACG partners, and the public through electronic media.
20	• Oversees the creation of educational publications for students, parents, and school staff that support the goals of the program.
10	• Monitors budget for program sponsored activities.
5	• Interacts with K-12 and higher education partners in the effective provision of services that benefit students in the CACG program.
5	• Assists in creation of reports to meet Federal reporting requirements.

- 5 • Serves as a representative of the Chancellor’s Office and public higher education in state and national meetings.
- 5 • Performs other duties as assigned or necessary for the successful operation of the program.

Number of employees supervised: _____ % of time spent in supervision 0
 Unclassified _____
 Classified _____
 Student _____

EXPERIENCE AND EDUCATION REQUIRED (MINIMUM QUALIFICATIONS)

- Bachelor’s degree in education, public policy, sociology, management or a related field.
- Three years prior experience related to middle and high schools, college access, serving underrepresented populations, or public administration.
- Experience in developing partnerships.

SPECIAL (PREFERRED) QUALIFICATIONS

- Master’s degree in education, public policy, sociology, management, or related field.
- Experience in working with students from diverse backgrounds.

KNOWLEDGE, SKILLS & ABILITIES

- Strong communication skills including writing reports and making effective presentations at meetings and/or conferences.
- Sound knowledge of basic computer operations such as word processing; spreadsheets; databases; E-mail; Internet searches.
- Ability to meet deadlines and reporting requirements.
- Willingness to travel occasionally and work off-site including weekends and evenings on program related activities.

WORKING CONDITIONS

Based on criteria under OAR 580-23-0010, it has been determined that this position is a critical or security sensitive position that requires a criminal background check.

This position may be located in Eugene, Portland or other Chancellor’s Office approved site, and requires periodic in-state travel.