## LEVEL DEFINITION
This level covers positions responsible for the development of courses, assignments, and/or examinations within a defined program area.

## TYPICAL RESPONSIBILITIES
May include: developing course, assignment and/or examination materials; planning schedules of course offerings; selecting, assigning and evaluating instructors; developing and delivering seminars, tutorials and workshops; developing program assessment and evaluation tools; contributing to program planning; liaising with instructors, consultants, internal departments and external organizations; consulting with educators and stakeholders; preparing statistics, reports, and procedural guidelines; preparing budgets and summary reports; and assisting in the development of marketing strategies for program areas.

## DECISION MAKING / LEVEL OF ACCOUNTABILITY
Makes decisions in the assignment of instructors and the development of course materials. Participates in the assessment of program offerings and contributes to program planning.

## SUPERVISION RECEIVED
Works under general direction. Work is reviewed for overall effectiveness and achievement of program objectives.

## SUPERVISION EXERCISED
Manages staff and is responsible for hiring, discipline, evaluation and termination.

## MINIMUM QUALIFICATIONS
Undergraduate degree in a relevant discipline. Minimum of four years of related experience, or the equivalent combination of education and experience.

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