

JOB TITLE: Program Manager– Osher Lifelong Learning Institute (OLLI)
PAY GRADE: CS18
LAST REVISED: April 2019

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision from an assigned Dean or Associate Dean, responsible for the development and administration of Osher Lifelong Learning Institute (OLLI) program and classes. Working with the program advisory board, plans curriculum according to current trends and to enhance older adult interests; selects and oversees instructors, coordinators and presenters. Creates program publications, and manages member outreach and retention. Performs a variety of special tasks and projects relative to assigned area of responsibility. Provides supervision and administrative support for Sierra College Roseville Center and other Continuing Education programs, as needed. Serves as alternative site administrator for the Roseville Center.

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff and students and values the rich diverse backgrounds that make up the campus community. In order to effectively administer and manage the Osher Lifelong Learning Institute (OLLI) program, the OLLI manager must demonstrate a profound understanding of and experience with successfully supporting individuals with varying backgrounds. This includes persons with disabilities, various generational backgrounds, gender identities, sexual orientation, individuals from historically underrepresented communities and other groups to ensure the District provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

REPRESENTATIVE DUTIES -

1. Plans, implements, prioritizes, reviews and participates in the development and delivery of the District's Osher Lifelong Learning Institute (OLLI) noncredit and club membership programs.
2. Coordinates with Associate Dean to ensure OLLI is an integral part of Sierra College Continuing Education.
3. Serves as alternate Site Administrator for the Sierra College Roseville Center and provides oversight for staff and facilities as needed.
4. Establishes schedules and methods for providing noncredit and club courses to the community; identifies resource needs; allocates resources; tracks program data and provides required reports to Osher Foundation; calculates class hours for reporting to state for apportionment purposes in accordance with District policies.
5. Supervises classified staff and student workers as needed. Participates in the selection of classified staff as well as OLLI instructors and presenters; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
6. Determines OLLI class offerings each semester to ensure a balanced budget.
7. Monitors and analyzes class enrollment figures to determine cancelation due to low enrollment; adds and eliminates classes as necessary to keep enrollments healthy and responsive to interests of OLLI students.
8. Manages and administers the OLLI District and Endowment program budgets. Coordinates with Osher Foundation and Sierra College Foundation to manage annual disbursement of endowment funds.

9. Coordinates and produces schedule of classes; determines and applies appropriate media for defined target markets. Publishes program schedule and supplemental advertising; initiates press releases; works with other District units to develop effective marketing tools.
10. Researches professional journals to keep courses fresh and relevant. Shares information regarding instructors, presenters and classes; attends conferences and seminars for new ideas. Maintains awareness of new trends and developments in the field of lifelong learning; incorporates new ideas as appropriate; meets with community leaders and organizations to promote program.
11. Develops and enacts plans for community outreach to reach and maintain program membership levels required by the Osher Institute. Organizes and coordinates with program volunteers to encourage and maintain member involvement and retention. Plans special member events and activities as appropriate.
12. Participates in the development of goals and objectives as well as policies and procedures; makes recommendations for changes and improvements to existing standards, policies, and procedures; participates in the implementation of approved policies and procedures; monitors work activities to ensure compliance with established policies and procedures.
13. Coordinates and oversees specialized functions or projects; assures that work is performed in a timely and accurate manner; uses independent judgment to develop and provide recommendations, suggestions or information as appropriate.
14. Reviews and approves instructor contracts; supports and mentors instructors and contract staff to encourage growth, professional success and ensure success of OLLI program.
15. Coordinates instructor evaluations; reviews evaluation forms and tabulates information; takes appropriate action to maintain quality of instruction and presentations.
16. Facilitates OLLI advisory board in development of program vision including short and long-term program goals and objectives; reviews and determines appropriate curriculum offerings with faculty and instructors to meet community needs.
17. Serves as primary contact point for OLLI program. Represents the District's OLLI program at senior activities throughout the community and acts as liaison with volunteers, senior facilities and organizations.
18. Seeks out new venues for classes and makes appropriate arrangements as needed.
19. Travels to sites as needed.
20. Performs related duties as required.

QUALIFICATIONS – *The following generally describes the knowledge and ability required to enter the job and/or be learned with a short period of time in order to successfully perform the assigned duties.*

Knowledge of:

- Operations, services, and activities of an older adult education program for higher education.
- Principles and practices of curriculum planning and development for older adults.
- Methods and techniques of marketing and advertising for older adult programs.
- Methods and techniques of public relations.
- Principles of supervision, training, and performance evaluation.
- Basic principles and practices of budget preparation and administration.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.
- Modern office procedures, methods and equipment including computers.

- Computer applications such as word processing, spreadsheets, and statistical databases.
- Pertinent federal, state, and local laws, codes and regulations.

Ability to:

- Coordinate and direct older adult education programs.
- Supervise, organize, and review the work of assigned staff involved in the development and administration of older adult education programs, services and classes.
- Select, train, and evaluate staff.
- Recommend and implement goals, objectives, policies and procedures for providing quality older adult classes and programs.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Prepare clear and concise reports and professional correspondence.
- Participate in the preparation and administration of assigned budgets.
- Identify training needs, develop instructional objectives and recruit, screen and evaluate contracted instructors.
- Plan and organize work to meet changing priorities and deadlines.
- Effectively represent the District to outside individuals and agencies to accomplish the goals and objectives of the unit.
- Work cooperatively with other departments, District staff and outside agencies.
- Respond tactfully, clearly concisely, and appropriately to inquiries from the public, District staff or other agencies on sensitive issues in area of responsibility.
- Demonstrate an awareness and appreciation of the cultural diversity of the community.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

An Associate's degree from an accredited college or university.

Experience:

Three years of experience in training and development or in a higher education setting including one year of administrative or lead supervisory responsibility.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT – *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.