Position: Program Monitor

Salary Range: AD-301-08/01-08 $44,190 - $56,048 Per Annum

Location: Van Ness Campus

Areas of Consideration: District-wide

Responsible to: Director, Science and Engineering
School of Engineering and Applied Sciences
Vice President, Academic Affairs

Brief Description of Duties

Monitors programs for adequacy of coverage and adherence to policies and procedures; designs research and evaluation strategies to track accomplishments of program objectives and to identify needed revisions in program goals to increase effectiveness.

Provides a full-range of programmatic, administrative and logistical support for the various programs and activities at the center.

Assists in the marketing and promotion of programs through school and community outreach; assists in the maintenance of the Science and Engineering Center (SEC) data base.

Manages the daily operation of all center programs; recruits, supervises and evaluates instructors and instructor assistants.

Assists the director in writing and presenting grant proposals for funding.

(see reverse side)

University of the District of Columbia is an equal opportunity employer

Qualifications Required
A Bachelor’s degree in management, public administration, science, engineering, technology or a related field of study and two years of specialized experience or an equivalent combination of education and experience. One year of specialized experience must be equivalent to at least the next lower grade level. In addition, applicant must have various types of office automation software skills. Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position.

All candidates will be considered without regard to race, color, religion, national origin, sex, age, martial status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, place of residence or business.

The Residency Preference Amendment Act of 1988, D.C. Law 7-203, created a system which provides that any applicant for employment in the Career or Educational Services who is a bona fide resident of the District of Columbia may claim a residency preference at the time of application. An applicant selected for appointment based on District residency will be required to submit proof of bona fide District residency. Bona fide District residency must be maintained from the date of appointment to the position for five consecutive years.

This position is not in the collective bargaining unit.

Please submit a UDC Application and résumé to:

Ms. Hattie Rogers  
University to the District of Columbia  
Office of Human Resources  
Building 38, Suite 301  
4200 Connecticut Avenue, N.W.  
Washington, D.C. 20008