



Example of DIR-Program Job Description

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Our innovative and growing company is looking for a dir-program. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for dir-program

- In alertness management and fatigue mitigation processes [CPR VI.C.1.b)]
- To adopt fatigue mitigation processes to manage the potential negative effects of fatigue on patient care and learning, such as naps or back-up call schedules [CPR VI.C.1.c)]
- Work with coordinators and managers to coordinate the work flows necessary to actualize
- Oversee the timely monitoring, reporting, and verification of expenditures
- Work with the Director of Educational Programs on getting annual contracts from host sites and approving these across the appropriate University management structures and ensuring that appropriate purchase orders are set up based on budgeted numbers
- Lead and coordinate work across the division to assure the timely development of effective materials and practices for operating sites and oversee the workflows necessary to implement across sites, including the development of Administrative Training
- Provide project management support on business process redesign and implementation
- Oversee the development of program budgets and work with the Director in developing pricing recommendations based these
- Lead the development of the annual report on programs
- Work with the director of educational programs to develop program evaluations and annual meetings for staff to review and plan based on these

- Direct the preparation of operational reports and analyses reflecting progress and trends, making appropriate recommendations and conclusions to inform subsequent year programming
- During summer programs, assist the director in overseeing the work of the programs, assisting and consulting with site supervisors on judgment calls and interpretation of policies
- Supervise and manage full time and seasonal staff and evaluate performance of select staff
- Manage performance, train, coach, and motivate division personnel
- Serve on the Educational Programs management team and advise on policies regarding educational programs
- Perform other related duties incidental to the work described herein as directed