

University of Houston – Clear Lake

Position Description

Job Title: **CAMP Bus Dev Officer**

Job Code: **2264**

Pay Grade: **050**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree in Business.	
Experience	Three to five years of university experience.	
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The Director of the Center for Advanced Management Programs (CAMP) reports to the Dean of the School of Business and is primarily responsible for the leadership of the Center for Advanced Management Programs as well as maintain the financial viability of the center. A successful candidate will manage the existing programs and develop new programs related to open enrollment and custom corporate programs designed to serve the business community. The Director will also be responsible for a marketing strategy including the development of promotional materials and managing the center's website.

Duties and responsibilities	% Time
Organize and supervise the delivery of CAMP programs daily and on the weekends.	30
Oversee the daily operations of the CAMP office.	30
Strengthen and manage existing center programs.	15
Create proposals for new and existing programs Oversee the marketing program for CAMP office. Oversee and maintain the CAMP website.	15
Develop new center programs	10

This position description describes the general qualifications, duties and responsibilities of work being performed.