

JOB INFORMATION

Effective Date	10/28/2022
Job Code:	3830
Job Title:	Program Director
Salary Grade/Structure:	050 - Admin-Professional
Career Level Name:	M2 - Middle Manager
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	
Job Family:	
Job Summary	As part of the TMAC grant activities field staff Provide Management Consulting, Operational Excellence & Product/Process Engineering solutions to accelerate the profitable growth and competitiveness of Texas manufacturing. Seeks, Identifies, Assesses, Sells, Proposes, Delivers, Coordinates, Manages, applied research projects to create significant financial return on customer investment, and ensure superior customer and investor satisfaction.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	Degree in STEM Manufacturing or a related field.	Required	
Master's Degree	Degree in STEM Manufacturing or a related field.	Preferred	
Doctoral Degree	Degree in STEM Manufacturing or a related field.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Some	Minimum five years of related industry experience; Specific related experience and / or continuing education studies can substitute degree type.	Required	
Less than 3 yrs	Five years of related industry experience. Customer service, entrepreneurial coaching, industrial technology, robotic and/or product engineering, project management.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Lean and Six Sigma, APICS, Various Quality Systems certifications.	Upon Hire	Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
• Working knowledge of manufacturing practices and production systems.	Proficient
• Skilled in technology best practices.	Skilled
• Effective communications including presentations and technical writing.	Skilled
• Ability to conduct detailed analysis, follow research protocols, and provide documentation.	Proficient
• Ability to provide excellent customer service and have professional interactions with vendors and the campus community.	Proficient
• Must have strong interpersonal skills with the ability to interact with all levels of staff.	Proficient

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Improves processes within a customer organization. Applies POCA or DMAIC methodology for improvement projects. Shows knowledge, skills, and abilities to deliver workshops and implement projects in industrial environments.	50%
• Independently conducts assessments, prepares proposals, and deploys implementation projects.	10%
• Earns and maintains certifications (e.g., LSS BB/MBB, Lean Bronze, TWI). Learns new skills to support TMAC mission.	10%
• Demonstrates effective project execution, project results, and customer follow up to coach students through Lean Six Sigma certification.	10%
• Sells follow-on scopes of work.	5%
• Presents technical sessions and promotional events (e.g., webinars, conferences).	5%
• Complete 7 step Business Transformation training and deploy business transformational strategies with TMAC customers at the C-level.	5%
• Other related duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description