



**SAN DIEGO STATE
UNIVERSITY**
Research Foundation

**EFRC Program Director
Job Announcement
2017-5500**

Under the direction of the Principal Investigator (PI) for SDSU, the ERC Program Director is responsible for the overall operations for the Exceptional Family Resource Center (EFRC) including the development, implementation and oversight of all agency-wide policies; development and achievement of long range goals; direction of programs and services and implementation; budget and fiscal oversight and monitoring and ensuring compliance of all legal requirements. Responsible for the supervisor of all EFRC staff to include: Program Managers, Education and Health Program Managers, Family Support Liaisons, Administrative and Clerical staff and Student Assistants.

Benefits Eligibility: Yes
Time Base: Full-Time, 40-hours/week
Advertised Salary: \$58,000 to \$60,000 annualized, DOE

Responsibilities:

- Programmatic Oversight Effectiveness and Activities
- Program Development and Policies and Procedure Implementation
- Fiscal Oversight
- Personnel Management
- Other Duties as Assigned

MINIMUM QUALIFICATIONS:

- Bachelor's degree and/or equivalent training and administration work experience involving study, statistical analyses, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices or programs
- Five years of progressively responsible experience in an office or administrative environment

PREFERRED QUALIFICATIONS:

- Previous experience working with individuals with disabilities or diverse populations
- Previous work experience with Health and Human Services and/or Family Support Systems or Social Work

To apply go to: <https://careers-sdsurf.icims.com/> and select job 2017-5500

This position is open until filled with first review of applications on Wednesday, May 24, 2017

San Diego State University Research Foundation is an EEO/AA/Disability/Vets Employer