

### Director of Program Development:

Director of Program Development will be expected to oversee the STREAM Program Development Committee. He/She will hire a Program Manager and work closely with the Executive Team with regards to strategic planning, development, and implementation of strategies towards the continuation and improvement of the program.

*Your term will last from May 1, 2017 - April 30, 2018.*

### About STREAM:

STREAM is a new initiative consisting of a series of workshops hosted by HRSA dedicated to developing students in club involvement at the Beedie School of Business. STREAM streamlines and imparts comprehensive knowledge about club involvement within a peer-to-peer environment. Its main goals are to educate and provide resources on different club opportunities, club application processes, and personal goal alignment. To achieve these goals, STREAM offers workshops series and a canvas course to help first-years and transfer students build knowledge around club-involvement and personal development in the Beedie Community.

### Main Responsibilities:

- Report to and strategize with the President to set forward-looking goals to build a strong foundation and maintain the vision and integrity of STREAM
- Collaborate and communicate with HRSA in planning and executing program events
- Attend and prepare for bi-weekly/weekly meeting with the the Program Development Committee
- Attend all HRSA Executive Team Meetings
- Hire, train, and collaborate with Program Manager to execute STREAM's vision
- Recruit and manage the Program Development Committee to assist in execution of the program
- Revise and add-value to the curriculum for incoming student cohorts
- Set key performance indicators and analyze data to measure the program's success and identify areas of improvements
- Monitor the progress of the program and make adjustments as necessary to ensure the successful completion of the program
- Collaborate with external stakeholders such as SEO and CMC to successfully execute STREAM's workshop series
- Attend all STREAM events and frequently attend HRSA events
- Ensure the personal and professional development of individuals on the Program Development Committee as well as student participants
- Oversee all actions in the development and execution of the program

### Requirements and Qualifications:

- Ability to take directives from the Executive Team
- Proficiency in managing and collaborating with other people by being approachable and genuine
- Ability to brainstorm and adapt creative ideas into different aspects of the program
- Excellent written and verbal communication skills
- Problem solving skills in dealing with a variety of interests and personalities
- Strong interpersonal skills
- Willingness to learn and take initiative within a team setting
- Goal-oriented individual
- Willingness to help team members with tasks outside role when needed

### Bonus Points:

- Previous program management experience
- Planning it Right Certification