



OSHER LIFELONG LEARNING INSTITUTE

OLLI AT UTEP



EXECUTIVE DIRECTOR JOB DESCRIPTION

Position Summary:

The Executive Director is responsible for the routine management of the Osher Lifelong Learning Institute (OLLI) at the University of Texas at El Paso (UTEP) and is accountable to the OLLI Board.

Accountability

The Executive Director ensures compliance with, and acts within, UTEP financial and fiscal practices as established by the Dean of the College of Liberal Arts, as well as with The Bernard Osher Foundation and all UT System rules regarding the use of endowment proceeds.

Specific Responsibilities:

Supports the Board of Directors and its Committees

- Prepares for meetings by developing and distributing communications, organizational development and planning activities and other assistance as the Chairman may request.
- Provides staff support to the Board and its committees.
- Attends Board meetings to report on issues, progress, concerns.
- Coordinates with committees as well as with individual volunteers

Oversees Operations

- Manages day-to-day program activities, provides administrative support for classes during class hours, ensures availability of classroom space and teaching aids.
- Coordinates and directs the work of the administrative staff.
- Is accountable for the integrity of facilities provided to OLLI by UTEP, for multi-media equipment, office equipment and office furnishings.

Implements the Program

- Provides oversight for curriculum development in advance of and throughout each term.
- Directs development of the OLLI classes catalog and its distribution to members.
- Develops and facilitates contacts at UTEP and a variety of other institutions and sources for program development ideas.
- Arranges for OLLI publicity via print and broadcast media, with assistance of the OLLI Community Outreach Committee.

Manages Budgeted Financial Operations

- Operates within the annual budget and may authorize the reasonable expenditure of up to \$2,000. The Executive Director shall consult the OLLI Board for approval of amounts over \$2,000.
- Helps assure financial integrity through proper recording and safeguarding procedures.
- Supports the Chairman in developing the annual budget.

Promotes University Community and Osher Relations

- Facilitates and coordinates relationships and communications with UTEP and the community at large.
- Serves as key contact with The Bernard Osher Foundation.

NEED MORE INFORMATION? CALL (915)747-6280

WWW.olliatutep.org