



Program Administrator

Job Code: 7045

Salary Grade: S11

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Responsible for program administration in addition to monitoring projects, program evaluations, and developing long-range plans.

- Directs program administration, implementation, tracking and budget development.
- Develops an overarching vision and strategy for programs.
- Establishes operational and strategic unit goals.
- Develops, implements and interprets policies and practices of the program.
- Explores and creates new program opportunities. Coordinates with internal and external constituents and campus staff to foster program growth.
- Serves on various committees and represents the program to the public and client groups.
- Performs related duties as assigned to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Master's degree.

Equivalency/Substitution: Will accept 72 months experience in lieu of the Master's degree for a total of 96 months related experience.

Experience:

Required: 24 months related experience.

Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Detail oriented for accuracy of data and information
- Highly organized and able to handle multiple projects and deadlines
- Ability to communicate verbally and in writing
- Ability to build rapport with students, faculty and staff
- Ability to supervise staff and communicate directions and expectations effectively
- Ability to produce reports and complete work within deadlines
- Strong initiative to solve problems in a timely manner

Working Conditions

Physical:

Communicate effectively. Engage in repetitive motion.

Environmental:

Standard office environment.

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