



Senior Program Administrator

Job Code: 7155

Salary Grade: S13

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

Manages programs, strategic projects, and key systems.

- Plans, coordinates, and executes key high-priority projects.
- Participates in numerous outreach functions relative to the statewide private and public sector.
- Monitors and maintains key systems.
- Serves as the focal point for facility planning, development, and construction.
- 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 108 months related experience.

Experience:

Required: 36 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 build rapport with students, faculty and staff
- Strong initiative to solve problems in a timely manner
- Read and understand complex written materials such as blueprints, metrics or technical manuals
- Able to effectively evaluate projects/programs and produce comprehensive reports
- Able to work well with interdepartmental teams and initiatives

Working Conditions

Physical:

Communicate effectively. Engage in repetitive motion.

Environmental:

Standard office environment.

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