Program Administrator III (3435)

**Basic Purpose/Job Function:** Responsible for program administration in addition to monitoring projects, program evaluations, and developing long-range plans.

**Examples of Titles Replaced:** Advanced Programs Contract Director; Associate Program Director; College Programs Director; Contract Manager; Director, Advanced Programs; Director, American Indian Institute; Program Director; Project Director

**Typical Functions May Include:**

1. Directing program administration, overseeing all budgets, interpreting policies and procedures, and supervising staff
2. Teaching courses or seminars in area of expertise
3. Preparing a wide variety of documentation such as reports, end-of-term contract deliverables, and self-studies
4. Developing unit/divisional goals and objectives
5. Directing planning for needs assessment of client groups
6. Ensuring the evaluation of programs and instruction
7. Providing staffing and organizational plans to achieve goals and objectives
8. Writing grant and contract proposals and managing grants and contracts which are approved
9. Serving on various committees within the division and representing the unit to the public and client groups
10. Performing related duties as assigned

**Risk Management:** Uses established safety practices to protect health and safety of personnel and property.

**Supervision of Others:** Supervises the staff of a program budget unit.

**Supervision Received:** Receives limited supervision from designated supervisor.

**Minimum Qualifications:**

- **Education:** Masters Degree
- **Experience:** 24 months
- **Skills:** Good communication skills, good organizational skills and ability to interact with university community, general public, and government agencies.
- **Special Requirements:** Frequent exposure to pressure caused by deadlines and busy periods; may be required to travel; may require contact with other departments and university officials.
- **Licenses:** May require license in specific program area.
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- **Certifications**: May require certification in specific program area.

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.