Program Administrator II (0618)

Basic Purpose/Job Function: Responsible for assisting the Program Administrator III in the overall administration of the program in addition to monitoring projects, program evaluations, and developing long-range plans.

Examples of Titles Replaced: Assistant Program Director; Assistant Project Director; Coordinator, Field Operations; Coordinator, Native American Studies; Coordinator, Program Development

Typical Functions May Include:
1. Assigning projects to staff
2. Negotiating contracts and creating budgets with funding sources
3. Planning, developing, and coordinating classes, workshops, and conferences
4. Assisting the Program Director with routine administrative matters
5. Assisting with development of departmental budget
6. Developing policies and procedures
7. May serve as Director in that person’s absence
8. Performing related duties as assigned

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

Supervision of Others: Provides direct supervision to professional and support staff.

Supervision Received: Receives general supervision from Director/Program Administrator III.

Minimum Qualifications:
- **Education**: Bachelors Degree  
  **Type**: To be determined by department
- **Experience**: 18 - 36 months  
  **Type**: Program Administration, Program Development, Management
- **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.
- **Certifications**: May require certification in specific program area.
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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.