

GENAD JOB FUNCTION GUIDE

Program Administrator Family

Level	Function/ Roles	Experience & Education (Minimum Required)	Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
55N	Program Administrator/ Supervisor I	Bachelor's degree 2+ years experience in program management Supervisory experience	<ul style="list-style-type: none"> • Coordinates and implements program logistics • Contacts faculty, students and staff on program involvement • Arranges and coordinates meetings and travel • Creates and maintain program web page using HTML or similar web tool • Monitors budget(s) and expenditures including grants and contracts to ensure they follow grant guidelines and within budget • Coordinates payments, reimbursements and payroll for program • Gathers and maintains data and prepares program reports • Serves as principal administrative contact and liaison for disseminating policies and procedures, answering inquiries, complaints, and resolving customer problems • Acts as a resource for students • Keeps abreast of changes in program policy and current trends in area of expertise <p>Must have bona fide supervisory duties excluding this position from the HUCTW bargaining unit; otherwise, this position is an HUCTW – Coordinator, grade 55</p>	<p>IMPACT Some impact on operations, resources, or University's reputation</p> <p>SCOPE Provides program coordination for manager and/or faculty member</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p>

NOTE:

- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
- 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
- 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion