

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
56E	Program Administrator II	<p>Bachelor's degree</p> <p>3+ years of progressive program management experience</p> <p>Supervisory experience</p>	<ul style="list-style-type: none"> • Identifies, recommends and initiates changes in programs policies and procedures through on-going assessment, analysis and evaluation • Prepares curriculum and teaches/trains those in the program • Acts as a program spokesperson and attends meetings on behalf of the program (e.g. presents findings or segment of program) • Speaks and represents program in the community • Forecasts revenues and expenses and creates budget for the program • Creates publicity and marketing strategy for program • Maintains relationships with internal and external constituents • Accountable for adherence with state and federal regulations • Identifies and secures new funding sources for the program • Interacts and negotiates with vendors and constituents on programs matters (e.g. \$100,000 hotel contract for program) • Provides others with content and subject matter expertise in area of responsibility and for particular location assigned 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Manages a program for a 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