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# Example of Program Administrator Job Description

Our company is looking for a program administrator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for program administrator

* Review and makes recommendations regarding curriculum and course projects so that the course content is relevant to issues related to the intersection of gender, race, faith, class, sexuality, and gender identity, integrating global perspectives, and issues relevant to STEM and women’s leadership
* Requires collaboration between all courses/programs at DRC and with the Women and Gender Studies department to ensure a cohesive message
* Develops the curriculum for the corresponding mentor/leadership course (Voorhees Mentors)
* Plans the summer read program including selection and oversight of the student/faculty/staff that comprise the summer read committee, the selection of the book, engagement of students during the summer and new student orientation related to the selected book, and logistics for this program
* Review solicitations, initiate internal proposal preparation plans, and schedule timely proposal preparation and approval activities in close coordination with the Proposal Manager and submit approved proposals to customers
* Coordinates the negotiation of contract terms, conditions, prices and cash flow with cognizant program/contract managers and customers
* Receives, evaluates and analyzes contracts and/or subcontracts inclusive of contract terms and conditions
* Prepares and disseminates proper instructions and provides to the internal organization direction on contact requirements by means of issuing internal sales orders or work authorizations
* Responsible for post award contract/subcontract administration, follow up, and general problem solving, shipping status, order status, invoices payments and customer returns
* Requests, reviews and accepts all contract amendments and changes

## Qualifications for program administrator

* Maintains close contact with customers to maintain, preserve and enhance the company's image with its customers, thus ensuring favorable long-term relationships
* Analyses and monitors cash flow and major accounts receivables
* Initiates internal and external correspondence
* Responsible for ensuring proper document control is maintained
* Prepares periodic reports of departmental functional activities for dissemination to other concerned departments
* Issues budgetary data on new jobs to accounting and manufacturing