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# Example of Program Analyst, Mid Job Description

Our growing company is hiring for a program analyst, mid. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for program analyst, mid

* Work with the DoD, Participating Acquisition Resource Managers (PARMs), field activities, Integrated Product Teams, Technical Teams, and various vendors to develop, identify, locate, support, acquire, and manage country-specific requirements
* Assist in planning, preparing for, and supporting international Program Management Reviews, Security Assistance/Cooperation Management Reviews, and other various meetings in support of the client
* Track and monitor program metrics to identify areas for improvements and implements process improvements accordingly
* Develop and execute program management and acquisition management strategies
* Coordinate SAIC contract deliverables to include but not limited to, monthly reports, Milestone Reviews, Quarterly Program Reviews, and training events
* Assist the client with meeting attendance/support, presentation development/support, publication support, correspondence, action item tracking/closure, and weekly reporting in support of assigned Radar, Electronic Warfare (EW) system, and Electro-Optical/Infra-Red (EO/IR) sensor programs
* Support the portfolio lifecycle from pre-Letter of Request requirements definition, Letter of Offer and Acceptance (LOA) development and implementation, through delivery of hardware and/or services to the AEGIS Combat Systems Purchaser
* Assist the client with meeting attendance/support, presentation development/support, publication support, correspondence, action item tracking/closure, and weekly reporting in support of FMS programs
* Support the FMS lifecycle from pre-Letter of Request requirements definition, Letter of Offer and Acceptance (LOA) development and implementation, through delivery of hardware and/or services to the FMS Purchaser
* Assist the client with meeting attendance/support, presentation development/support, publication support, correspondence, action item tracking/closure, and weekly reporting in support of assigned weapons systems, including the supply chain risk management for missiles, launchers and gun systems, with the exception of TOMAHAWK and HARPOON programs

## Qualifications for program analyst, mid

* Experience and thorough understanding of ASP.NET and its page/control life cycle
* An understanding of the client/server model
* Experience working with a corporate financial accounting system (SAP, CostPoint, Lawson, ) and strong Excel skills (ability to create new reporting spreadsheets, work with existing spreadsheets, create/modify formulas, build pivot tables)
* Must have strong Excel skills (ability to create new reporting spreadsheets, work with existing spreadsheets, create/modify formulas, build pivot tables)
* Day by analyzing Earned Value Management (EVM) information and Contract Funds Status Reports (CFSR), and supporting Integrated Baseline Review (IBR) efforts
* Service ILS support at NAVSUP WSS Mechanicsburg, PA