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# Example of Program Chair Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of program chair. 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 chair

* Independently makes budget projections for the various departmental operating accounts and transfers funds between accounts as required
* Authorize and approves expenditures from departmental operating accounts
* Responsible for revolving accounts billings
* Independently bills research accounts for Xerox usage
* Reimburse employees for petty cash purchases and secures reimbursement from the university by billing the appropriate account
* Deposit fund into University Foundation accounts and transfers funds to the appropriate 64 account as needed
* By virtue of blanket signature authorization, electronically approves purchases from departmental and research accounts
* Verify with principal investigator that item is an allowable expense to the project for equipment items
* Ascertain that appropriate purchasing documentation is attached before approving and forwarding documentation for processing
* Verify with purchaser that orders received are complete and acceptable for payment for orders received under university purchase order

## Qualifications for program chair

* Possess Master's degree in criminal justice or related field, based from an institution regionally accredited by an agency recognized by the U.S. Department of Education (or international equivalent) on the academic subject area/field of instruction and applicable accreditation requirements
* Terminal degree from an institution regionally accredited by an agency recognized by the U.S. Department of Education (or international equivalent) preferred
* Proven experience as demonstrated through five (5) years of experience in a progressively responsible capacity in an education or business environment directing processes, procedures, and activities, participating in the development and implementation of goals, objectives and budgets
* Experience working in a CACREP accredited, online counselor education program strongly preferred
* Master's degree in a healthcare-related field required
* Must demonstrate and maintain a record of scholarship or achievement as defined by the school/college in the context of Boyer’s model