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# Example of Program Chair Job Description

Our company is hiring for a program chair. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for program chair

* For orders received under departmental purchase orders, electronically receives individual line items, making corrections/adjustments as appropriate
* Contact vendors to clarify/correct double shipments and billing discrepancies
* Assist purchaser in securing return authorization numbers to return wrong or defective items or double shipments
* Provide electronic accounting approval on travel documents
* Verify expenses correspond to authorization and are valid according to university regulations, travel voucher is complete and accurate and has all the required back-up documentation
* Provide principal investigators with university rates needed in the preparation of research proposals
* Verify accuracy of budget sheets
* Assure budgets are submitted on the required agency forms and contains the appropriate departmental signatures
* Alert principal investigators of contract ending date and advises them as to the current budget status
* Prepare, approve and forward appropriate paperwork to balance and close out research accounts once projects have been completed, in consultation with the principal investigator

## Qualifications for program chair

* If appropriate, answers questions concerning transactions from internal/external auditors
* Prepare and forward request to establish equipment cost-share accounts for those federal research contracts requiring matching funds
* Assure funding is received from the various university sources at the appropriate time
* Establish and maintain internal records to track department’s financial commitment to various faculty and principal investigators and university’s commitment to department
* Compile and maintain departmental financial and statistical records used in preparing Physics annual report
* Supervise daily operation of Physics Office, setting priorities and standards for the office personnel as appropriate